## Inviting Students to Course

1. Log into your dashboard account. Choose **Access Thinkscape** button.
2. Choose the **Admin Portal** at the top right corner of page. This will take you to a new webpage.


3. Go to **Manage**, then choose **Manage Institution**.

4. Choose the **Institution Users** tab. You will be able to see any pending invitations. If your students are not receiving their invitations due to the email being blocked, you can import your students.
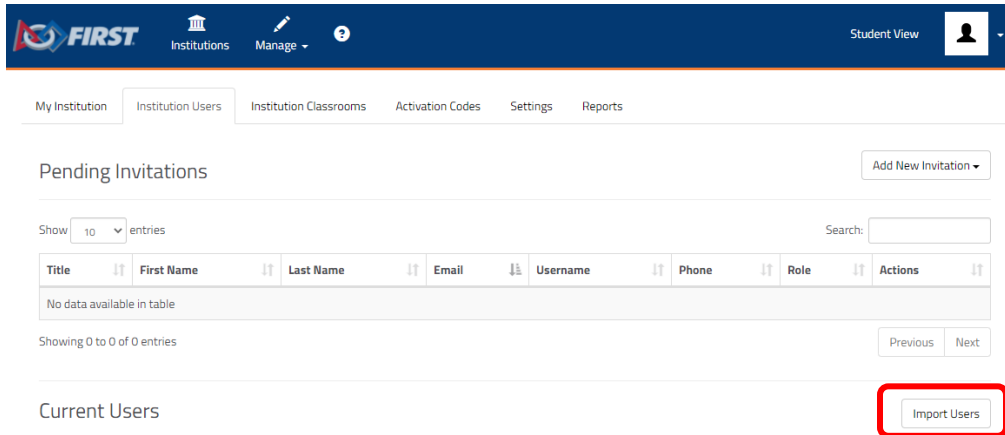
5. Choose **Import Users**. Then you will have the option to add each student manually or import a .csv file. If you choose to manually add students, an email is not required.
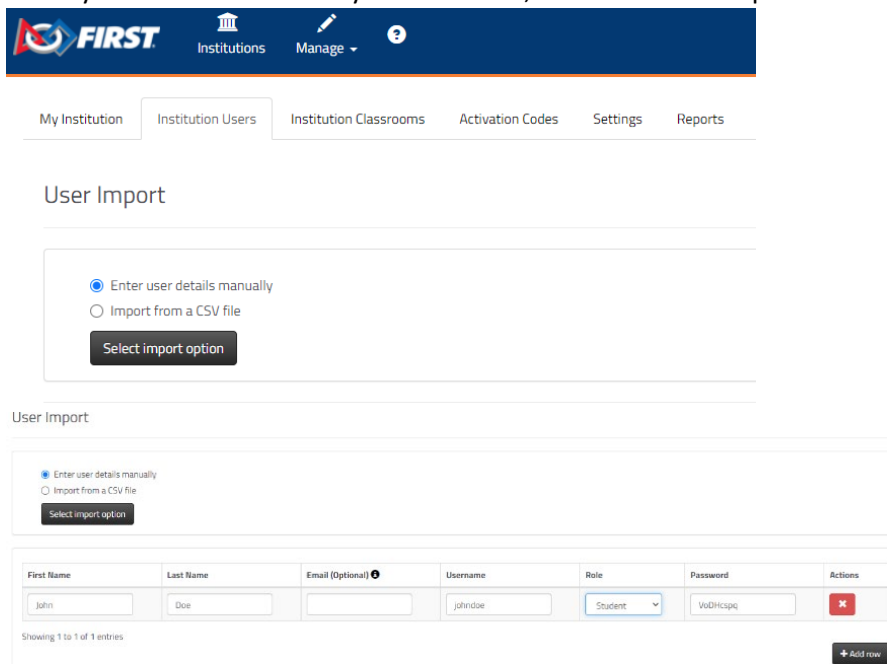
6. Go back to the Courses screen. Choose your *FIRST* course. After the student accounts have been created, you will need to add them to the appropriate course as the role of student.

Add Users to Course   ×

User Source

All users from my institution   ▾

Select users to add to this Course

                                                            ▾

Role

Student   ⌄

⊕ Add Users to Course