

Create Cohorts & Assign Users in EtechRU

Cohorts are site wide groups that allow bulk enrollment into courses.



PREREQUISITES

- You have user management permissions.
- Users are already created in LMS (via bulk upload or individually).
- You know the courses where cohorts will be applied.



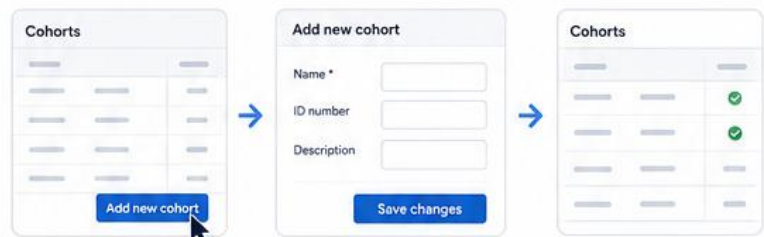
BEST PRACTICES

- Use clear and meaningful cohort names
- Keep cohorts organized and up to date
- Review cohort assignments regularly
- Use cohort sync for easy course enrollment

STEP-BY-STEP PROCESS

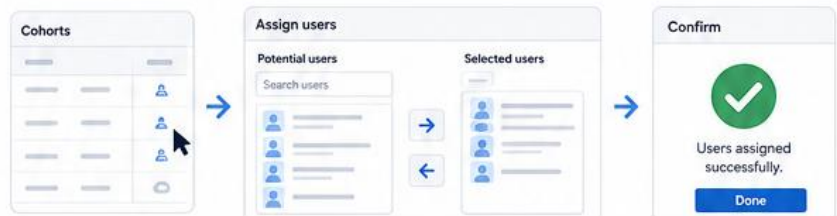
1 Create a Cohort

1. Go to: [Site administration](#) → [Users](#) → [Cohorts](#).
2. Click [Add new cohort](#).
3. Fill in details:
 - Name (required)
 - ID number (optional, useful for syncing)
 - Description (optional, for clarity)
4. Save changes.



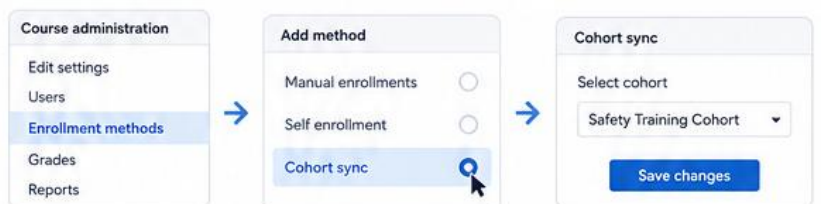
2 Assign Users to a Cohort

1. From the Cohorts list, click the [Assign users](#) icon next to the cohort.
2. Search for users in the left panel.
3. Select and add them to the cohort.
4. Confirm assignments.



3 Use Cohorts in Courses

1. Go to the desired course.
2. Navigate to [Course administration](#) → [Users](#) → [Enrollment methods](#).
3. Add [Cohort sync](#) as an enrollment method.
4. Select the cohort you created.
5. Save — all users in that cohort are now enrolled in the course.



COMMON MISTAKES

Forgetting to create users first before assigning them to cohorts.

Assigning users to the wrong cohort due to unclear naming.

Deleting a cohort without checking which courses depend on it.



NEED A TIP?

Use clear names and descriptions for cohorts. This makes it easier to manage and track users across courses.

Cohort created and users assigned successfully!



WE'RE HERE TO HELP
Our support team is available 24/7 to assist you.



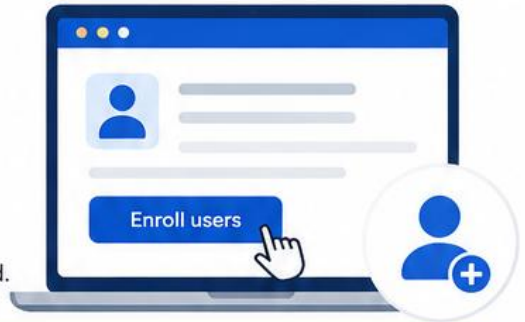
Email
support@etechtexas.com



Support Time
24/7

Manual Enrollment in Courses

Enroll individual users directly into a course without cohorts or bulk upload.



PREREQUISITES




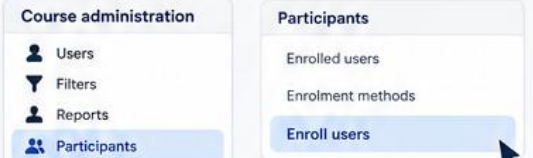



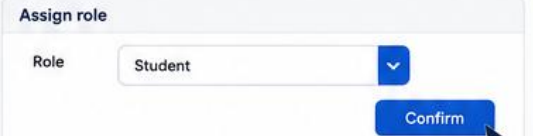


- You have course management permissions (Teacher or Manager role).
- The users you want to enroll are already created in EtechRU.
- You know which course(s) they should be added to.



BEST PRACTICES




- Double-check the correct user before enrolling.
- Assign the right role for the user's needs.
- Review the enrolled users list after enrollment.
- Keep course access tidy—remove users who no longer need access.

STEP-BY-STEP PROCESS

<p>1</p> 	<p>Open the Course</p> <ul style="list-style-type: none"> • Navigate to the course where you want to enroll users. 	
<p>2</p> 	<p>Access Enrollment Settings</p> <ul style="list-style-type: none"> • Go to Course administration → Participants → Enroll users. • Click Enroll users. 	
<p>3</p> 	<p>Search for Users</p> <ul style="list-style-type: none"> • Use the search box to find the user(s) by name or email. • Select the correct user. 	
<p>4</p> 	<p>Assign Role</p> <ul style="list-style-type: none"> • Choose the appropriate role (e.g., Student, Teacher, Non editing Teacher). • Confirm selection. 	
<p>5</p> 	<p>Finalize Enrollment</p> <ul style="list-style-type: none"> • Click Enroll users to complete the process. • The user will now appear in the enrolled users list. 	



COMMON MISTAKES

-  Forgetting to assign a role (user won't have permissions in the course).
-  Trying to enroll users who haven't been created yet.
-  Confusing site level roles with course level roles.



NEED A TIP?

Always verify the user's role and course access after enrollment to ensure the best learning experience.



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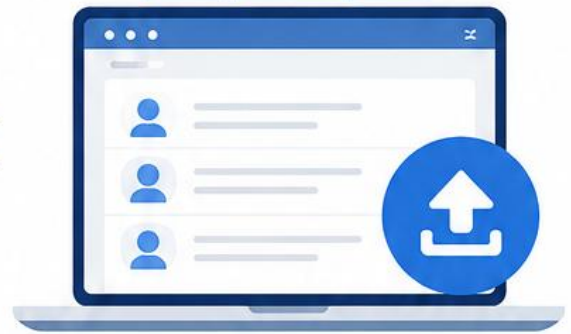


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How to Upload Users in Bulk

Add many users to Etech in just a few simple steps.



PREREQUISITES

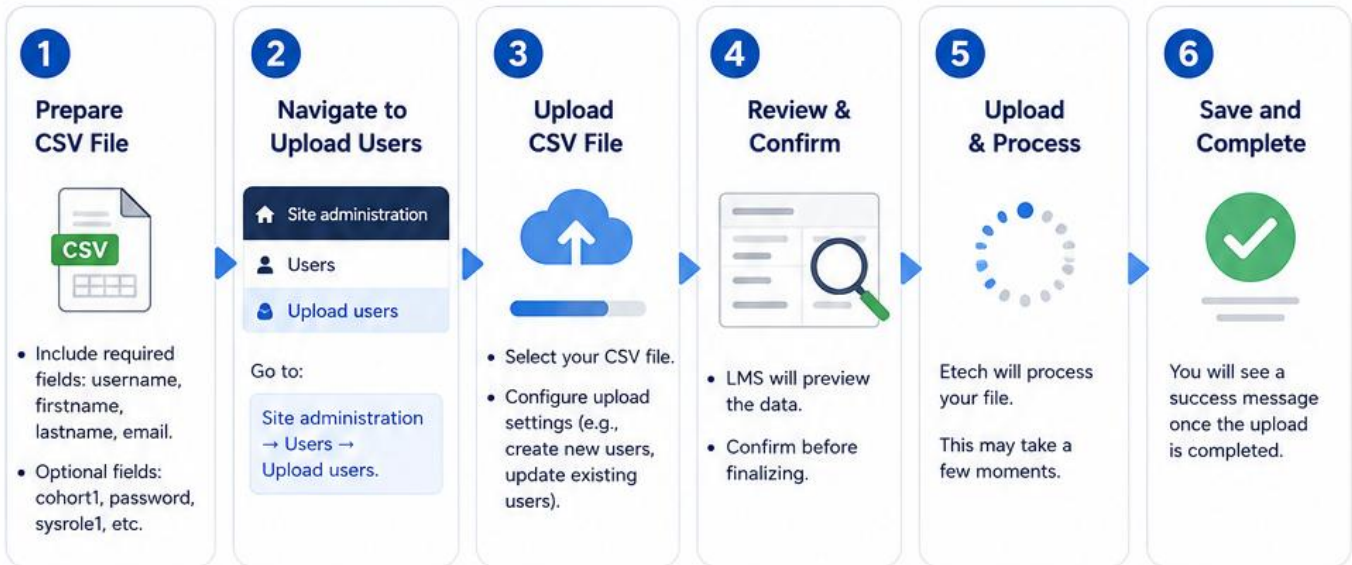
- You have user management permissions.
- CSV file with user details is properly formatted (username, email, password, etc.).
- Ensure unique usernames and valid email addresses.



BEST PRACTICES

- Use clear, descriptive usernames
- Provide a short description (if needed)
- Review data before uploading
- Keep user information updated

STEP-BY-STEP PROCESS



COMMON MISTAKES

- Using duplicate usernames or invalid emails.
- Forgetting required fields in the CSV.
- Misconfigured upload settings (e.g., overwriting existing accounts unintentionally).
- Uploading files that are not in .zip format.
- Not reviewing data before confirming the upload.



NEED A TIP?

After uploading, spot check a few users to ensure they are added correctly and can access the system.



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