Using Add New Users

The Add New Users Screen is designed so that you batch add up to 15 new users quickly to a blog.

Please Note:

- This feature is available to Edublogs Pro and Edublogs Campus blogs only.
- It can only be used to batch add NEW users on Edublogs.org (or the Edublogs Campus site) to the blog.
- For existing usernames you need to use Add Users (http://help.edublogs.org/2009/08/24/using-add-users-to-add-existing-users-to-your-blog/)

1. Go to Users > Add New Users in your Dashboard

2. Add the usernames, their email address, select their role, add their password (optional) and click Next.

Tips:

- Spam filters, especially strict ones for institutional email addresses, often block the emails that the login details. If unsure use free webmail accounts such as gmail, hotmail that don’t block these invitation emails.
- Use only lowercase letters and numbers, with no spaces, in the username.
- The username is what they use to sign into the blog dashboard and is displayed on posts and comments they write. You can’t change a username, however you can change what name is displayed (http://theedublogger.edublogs.org/2008/02/09/changing-your-display-name-and-setting-up-your-comment-avatar/)
- It won’t allow you to create several usernames with the same email address because the system resets password based on email address. But you can trick it using the gmail+ method (http://help.edublogs.org/2009/08/24/2009/02/27/creating-student-accounts-using-one-gmail-account/)
3. The users are immediately added to your blog and automatically listed as users on your **Authors and Users** screen.

- They can only access features in your blog's administration panel based on the role you've assigned them.
- You cannot edit password details or email addresses of another user once their accounts have been created.
- If you need to change a student's password or email address you need to log in with their username and password.

See Also: