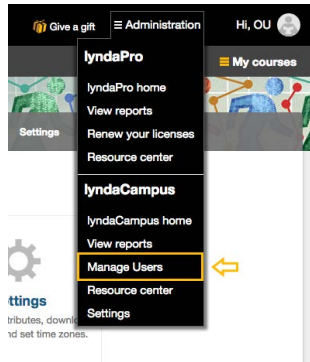


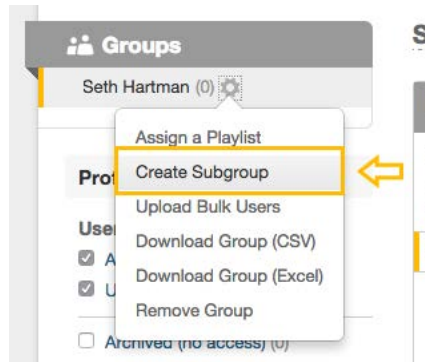
## How to add users to group

**Step 1:** Sign into lynda.ou.edu

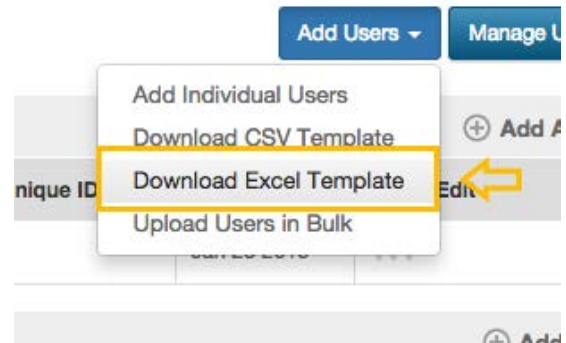
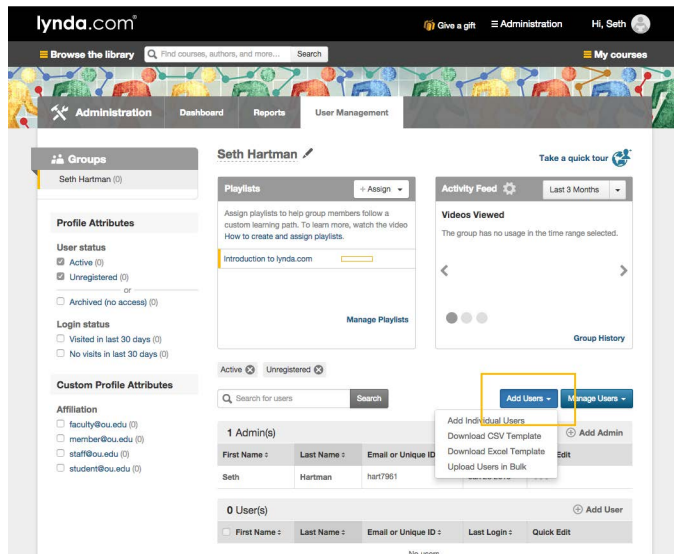
**Step 2:** Navigate to Administration in the top right corner of your account and scroll down to Manage Users:



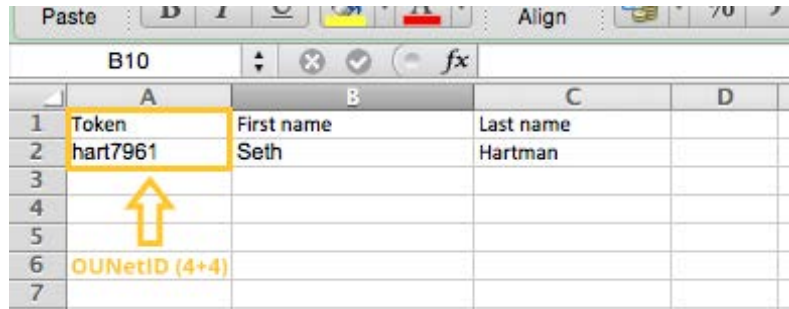
**Step 3:** Create your Subgroup for the course



**Step 4:** Add users to your group that you've created. Download the Excel or CSV Template

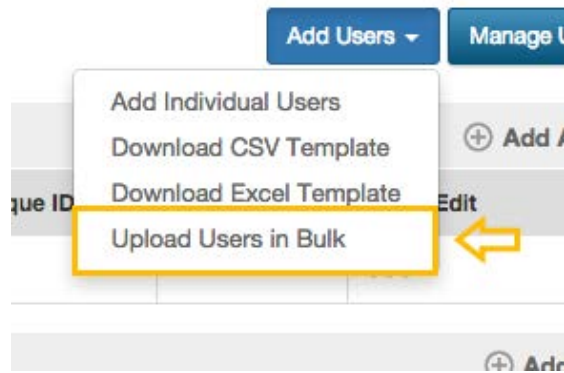


**Step 5:** Once you have downloaded the template, open the file. You will see 3 input categories. Token is the OUNetID (4+4), First Name, and Last Name. Add your roster to this list.



	A	B	C	D
1	Token	First name	Last name	
2	hart7961	Seth	Hartman	
3				
4				
5				
6	OUNetID (4+4)			
7				

**Step 6:** After you've built out the roster. Upload Users in Bulk.



**Step 7:** It takes a few minutes to upload but then you should see your roster.