

## UNIVERSITY OF CALIFORNIA, SANTA BARBARA EXTENSION

### ADDING OPEN UNIVERSITY STUDENTS TO GAUCHOSPACE

**Student:** Please complete the following information and give it to your instructor. Please print clearly.

Course ID: \_\_\_\_\_ Course Title: \_\_\_\_\_

Name: \_\_\_\_\_  
First Last (Family)

Email address in **GachoSpace**: \_\_\_\_\_

UCSBnetID: \_\_\_\_\_

#### **Instructor: Directions for adding this UCSB Extension Open University Student to your course site**

1. Log into GachoSpace and enter your course site
2. Click [Add User/Assign Roles](#) (in the [UCSB Course Tool list](#) on right side of screen)
3. Click [Add UCSB User/Assign Roles](#) (after new screen opens)
4. Search the [Not Enrolled Users box](#) (on right side of screen). You can search by student: UCSBnetID; "Proxy Perm Number" (most Extension students have a "700 proxy perm number"); Name (enter First Name, followed by Last Name)
5. Click on the student's name in the [Not Enrolled Users list](#). Confirm that you select the correct student by checking the student's "proxy perm number" and email address
6. Select Student in [Assign Role](#) dropdown box
7. Click [Add](#)

