

## As Absalon administrator (or course coordinator):

**1. Fill in an Excel sheet with these columns:**

Name	Email	Password	CourseID
			(CourseID you will find in the URL: .../courses/ <b>12345</b> )

**2. Create a ticket at [serviceportal.ku.dk](https://serviceportal.ku.dk)**

You can change language in the top

*Click on "Create ticket" in the top > chose IT Systems > Absalon (Support) > Support (TAGS: Absalon)*

*Attach the Excel file at "Attach" and make a description with a link to the course page and make a note of which roll they should have in the course room.*

*Click "Add to chart" and then "submit order".*

**3. When the ticket has been created, you will receive a mail reminding you of performing pt. 4**

**4. Send login information to the students**

Perhaps use MS Word to merge names and e-mails from the Excel file to send e-mails to all the students on the list.

[Guide to creating an e-mail template](#)

## How the student enroll:

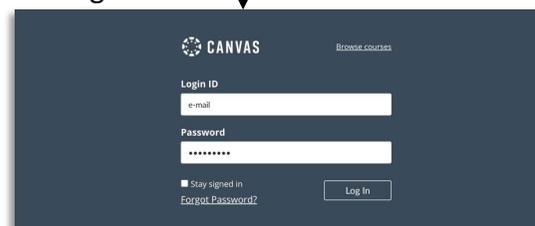
1. Receiving an e-mail with login information:

Dear \_\_\_\_\_

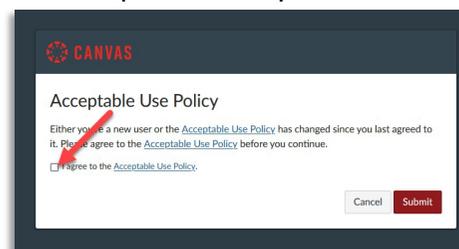
...

<https://absalon.instructure.com/login/canvas>

2. Log in



3. Accept 'Use Policy'



4. Accept the invitation to the course page

