

# User Management

On this page, you will find all the information about user management on Dodona.

As a course manager, you get access to the list of all registered users in your course. You can access this overview by clicking on the user icon in the navigation bar at the top of the course page. Here, you will see all users who have ever registered for the course or submitted a registration request. You can view their course overview page, view their solutions, adjust their registration status, and change their management rights. Management rights determine what a user can do within a course. For more information, see the guide on [course management](#).

## User Overview

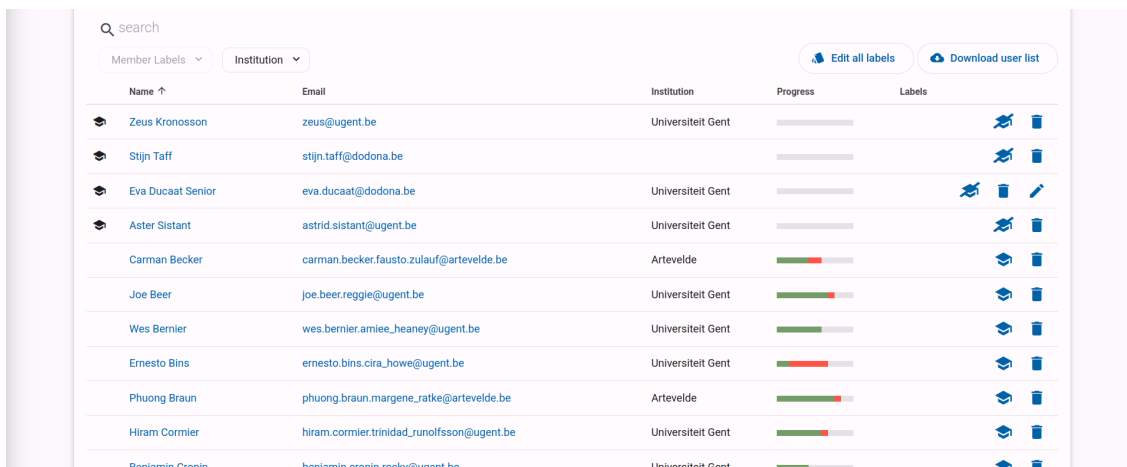
As a teacher, navigate to the user overview of your course by going to your course and then clicking on [Registered users](#) in the course description. You can also click on the user icon in the navigation bar.

The screenshot shows the Dodona user overview interface. At the top, a blue navigation bar contains the course name 'Visualisation Test' and a user icon highlighted with a red box. Below the navigation bar, a summary card for 'Visualisation Test (2024-2025)' by 'Eva ducaat' displays three statistics: '55 Registered users' (highlighted with a red box), '12 Exercises', and '1 751 Submitted solutions'. A 'More statistics >' link is present. Below this, a section titled 'Exercise series' includes a 'Manage series' button. The 'Evaluation' series is expanded, showing a list of exercises with their progress and status. The exercises listed are 'Aeneid', 'Echo function print', and 'UGent faculty websites', all marked as 'Not yet solved'. At the bottom of the evaluation section are links for 'Series scoresheet' and 'Show evaluation'.

Title	Class progress	Status
Aeneid	<div></div>	Not yet read
Echo function print	<div></div>	Not yet solved
UGent faculty websites	<div></div>	Not yet solved

In the user overview, the username, name, email address, and [progress](#) of all course users are listed. For each teacher and administrator, an icon corresponding to the management rights assigned to the user is displayed next to their name.

The screenshot shows the 'Visualisation Test - Users' section of the interface. It features a blue header with the course name and a navigation bar with a user icon. Below the header, there are two tabs: 'Registered' (which is selected and highlighted with a red underline) and 'Unregistered'.



Search bar: search

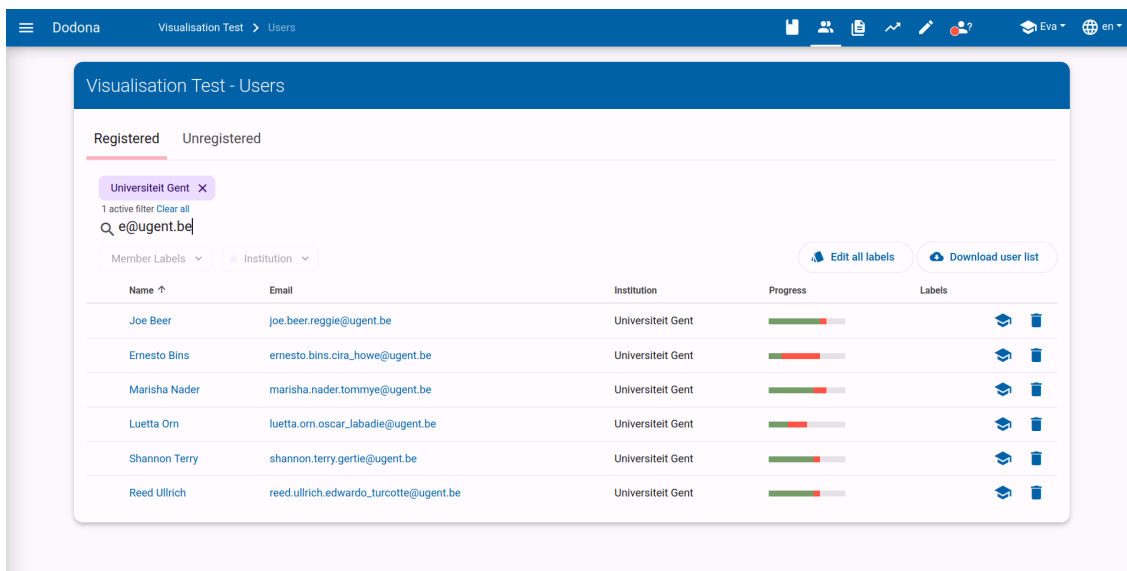
Member Labels: Institution

Buttons: Edit all labels, Download user list

Name ↑	Email	Institution	Progress	Labels
Zeus Kronosson	zeus@ugent.be	Universiteit Gent	<div><div></div></div>	
Stijn Taff	stijn.taff@dodona.be		<div><div></div></div>	
Eva Ducaat Senior	eva.ducaat@dodona.be	Universiteit Gent	<div><div></div></div>	
Aster Sistant	astrid.sistant@ugent.be	Universiteit Gent	<div><div></div></div>	
Carman Becker	carman.becker.fausto.zulauf@artevelde.be	Artevelde	<div><div></div></div>	
Joe Beer	joe.beer.reggie@ugent.be	Universiteit Gent	<div><div></div></div>	
Wes Bernier	wes.bernier.amiee_heaney@ugent.be	Universiteit Gent	<div><div></div></div>	
Ernesto Bins	ernesto.bins.cira_howe@ugent.be	Universiteit Gent	<div><div></div></div>	
Phuong Braun	phuong.braun.margene_ratke@artevelde.be	Artevelde	<div><div></div></div>	
Hiram Cormier	hiram.cormier.trinidad_runolfsson@ugent.be	Universiteit Gent	<div><div></div></div>	
Benjamin Cronin	benjamin.cronin.rockv@ugent.be	Universiteit Gent	<div><div></div></div>	

## Search for Users

Use the search bar at the top of the user overview to search for specific users based on a username, name, email address, or user label. Multiple filters can be active simultaneously.



Visualisation Test > Users

Registered Unregistered

Universiteit Gent X

1 active filter Clear all

Search: e@ugent.be

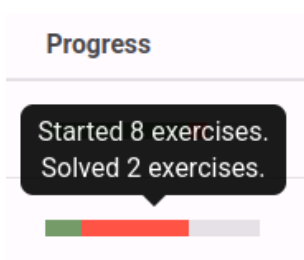
Member Labels: Institution

Buttons: Edit all labels, Download user list

Name ↑	Email	Institution	Progress	Labels
Joe Beer	joe.beer.reggie@ugent.be	Universiteit Gent	<div><div></div></div>	
Ernesto Bins	ernesto.bins.cira_howe@ugent.be	Universiteit Gent	<div><div></div></div>	
Marisha Nader	marisha.nader.tommye@ugent.be	Universiteit Gent	<div><div></div></div>	
Luetta Orn	luetta.orn.oscar_labadie@ugent.be	Universiteit Gent	<div><div></div></div>	
Shannon Terry	shannon.terry.gertie@ugent.be	Universiteit Gent	<div><div></div></div>	
Reed Ullrich	reed.ullrich.edwardo_turcotte@ugent.be	Universiteit Gent	<div><div></div></div>	

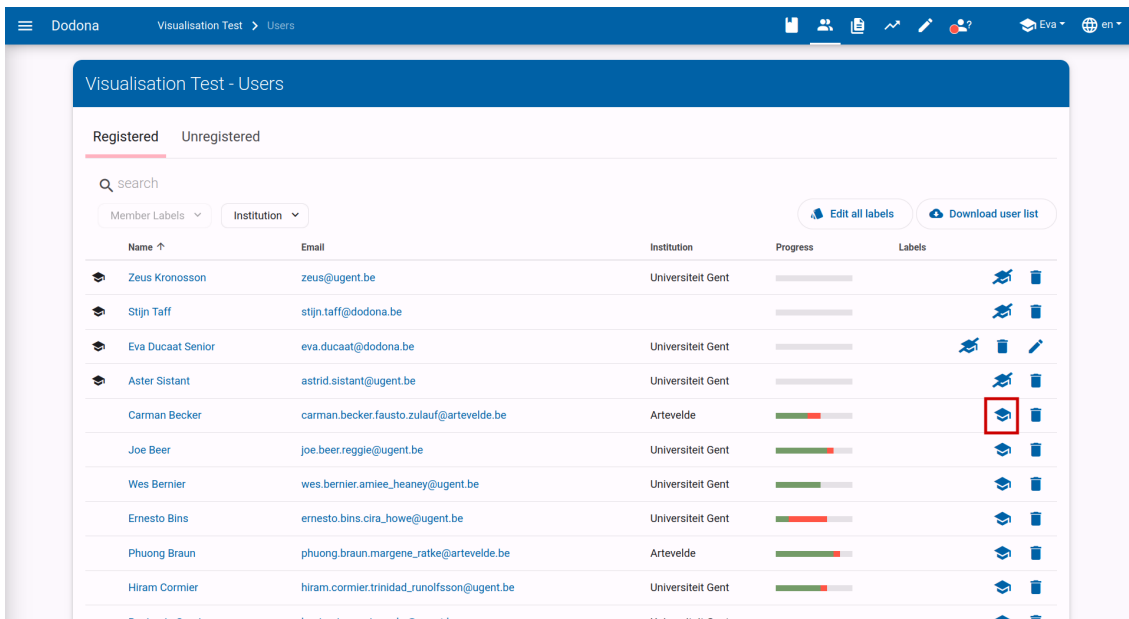
## Progress

The progress of a user is indicated by a progress bar. The green part represents the proportion of exercises in the course for which the user has submitted a **correct** solution. The red part represents the proportion of exercises for which the user has submitted solutions but has not yet solved **correctly**. The gray part represents the exercises that the user has not yet **started**.

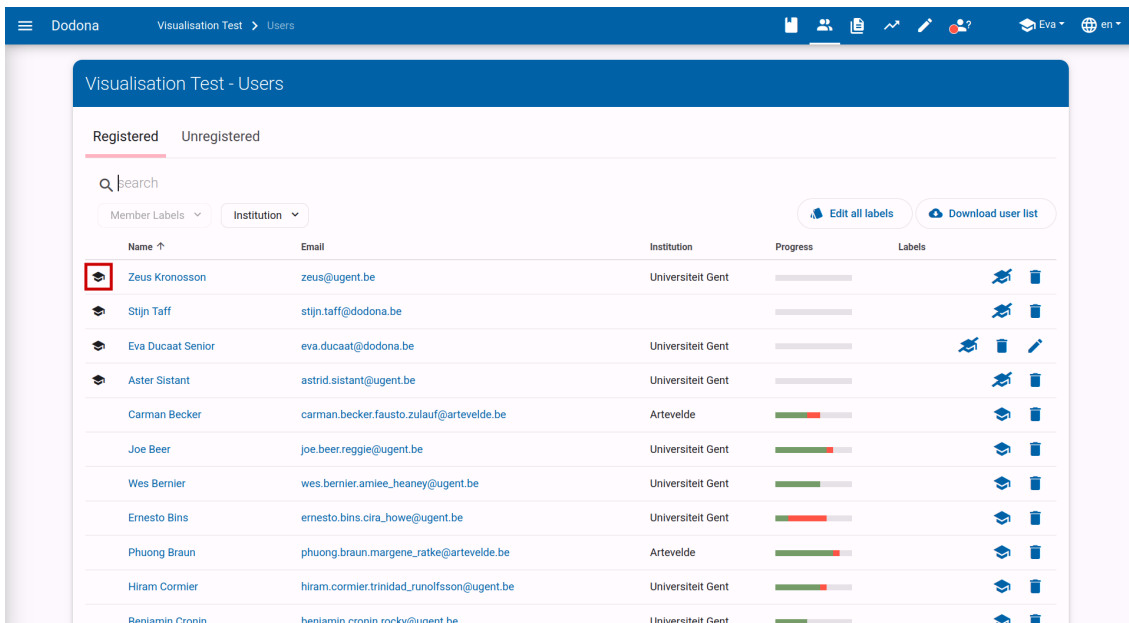


## Designating Course Managers

Each course has at least 1 course manager. As a course manager, you can promote other registered users to course manager. You can do this by clicking on the icon with a cap next to that user:



You can recognize the course managers by the icon in the left margin.



### Important

A course manager who unsubscribes from a course loses their course manager status. You can also always demote yourself to a student.

To ensure that a course always has at least one course manager, the last course manager cannot unsubscribe and cannot demote themselves to a student.

After creating a course, a teacher can unsubscribe if they have designated at least 1 other course manager. They can also be demoted by other course managers to a course user without management rights for the course.

## Handling Registration Requests

Depending on the set [registration procedure](#) of a course, you will see multiple tabs in the user list. Each tab offers different actions to adjust the registration status of the corresponding user.

- **Registered** : all course users who are currently registered. By clicking on the blue *garbage bin* icon, you unsubscribe the user from the course.
- **Waiting List** : all course users for whom there is still an open registration request awaiting handling by a course manager. By clicking on green button with the *checkmark* icon, you approve the registration request. You can reject it by clicking on red button with the *garbage bin* icon. This tab is only visible if the course uses moderated registration.
- **Unsubscribed** : all course users who were once registered but have since unsubscribed. You can re-register this user for the course by clicking on blue icon of a *user with a plus sign*.

## Tracking Students

To track the progress of an individual student, there is an overview page per student. You can view this page by clicking on a student's name in the user overview of a course. On this page, you will get an overview of a user's progress within the course. In addition to some statistics, you can also view the status for each exercise and series within the course for this student.

