Adding or removing members to a closed Stellar site

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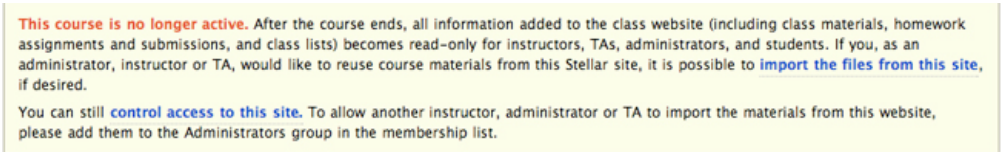
This article provides instructions for instructors or administrators, wishing to add or remove instructors, administrators, TAs or participants to a previous term Stellar course site.

There is a bug that affects all 'closed' Stellar class sites using lmod membership. After the semester ends and a course is archived, membership needs a forced sync performed on the back end before anyone new can be added to the course and obtain access to course materials. To request a forced sync, contact the IS&T Help Desk.

How to information visible only to IT support providers for Helpdesk Staff with permissions:
[hd:Adding or Removing users to already archived stellar site]

Step one: Go to the Access control page for the course site.

1. Navigate to the older course site and click **LOGIN**.
   Result: After clicking Login, you will see a message: "**This course is no longer active**".
2. Note that the second paragraph of the message says "**You can still control access to this site**", and contains a link to the Access Control page.



Step two for sites created Spring 2014 term or earlier

1. Click on the link to **control access to this site**.
2. On the Access Control page, click the tab for the group you would like to add someone to. (For example, Admins)
3. Enter the person's email address (all lowercase) in the Add New text box and then click on **Submit**.
4. The name of the person should now show up under "Current" to the right.

Step two for sites created Summer 2014 term or later

1. Click on Membership link in the left navigation bar on the Stellar site.
   a. If you would like to add a student, click the +Add Student button from the Students tab.
   b. If you would like to add a staff member, click the Staff tab, and then click the tab for the appropriate role and click +Add New.
2. Lookup the person in the Search By Name box or enter the person's email address in the Add Email(s) text box and then click +Add.
3. The name of the person should now show up in the list of names.

For restricted materials

Materials - Can I access restricted files on a Stellar site after the semester has ended?