

1. Add Students

IMPORTANT

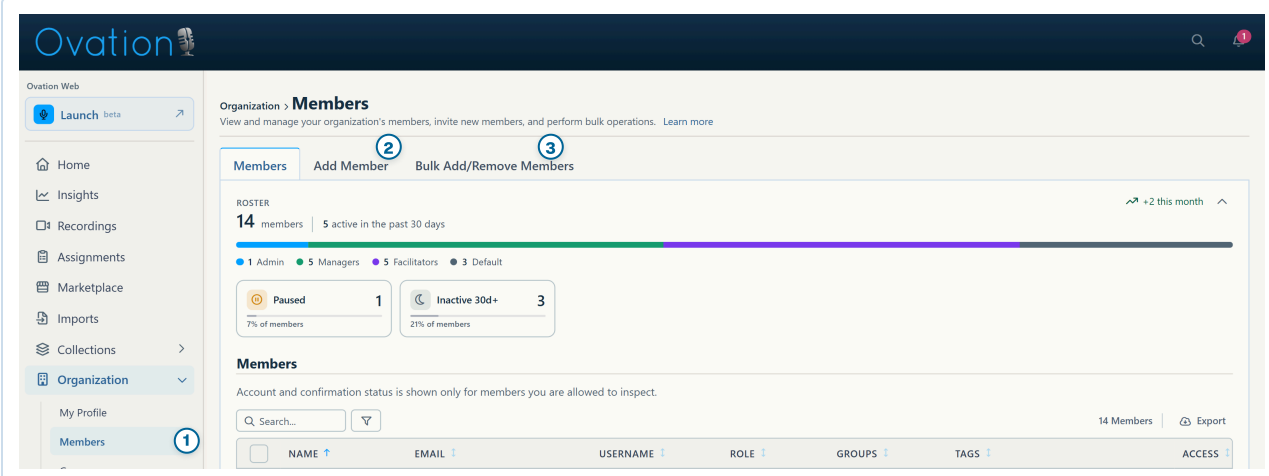
Before you begin: Sign in to the [Ovation portal](#).

Tip: Hold Ctrl (Windows) or Command (Mac) while clicking a link to open it in a new tab, while keeping this guide open.

STEP 1

Open your student roster

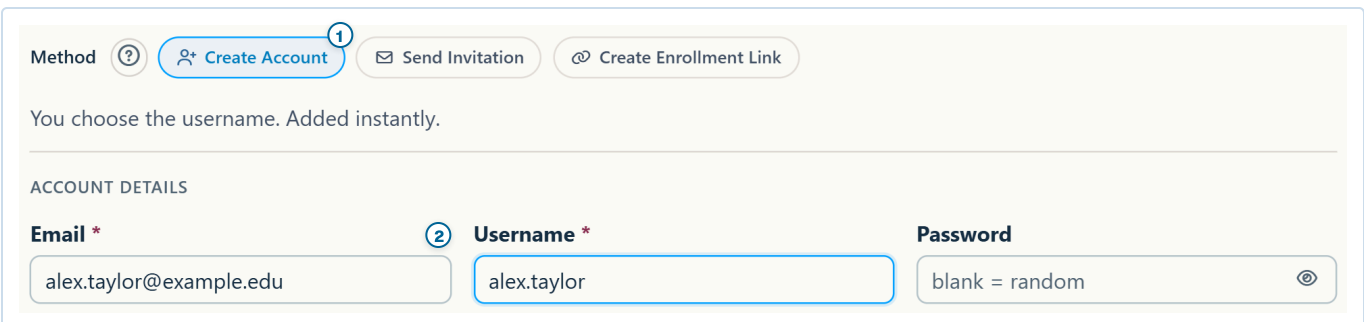
1. In the Ovation portal's left toolbar, select **Organization**, then [Members](#).
2. Select **Add Member** for two options: **Create Account** adds a student immediately with a username you choose; **Send Invitation** lets the student create their account later by email.
3. To add up to 200 students at once, select **Bulk Add/Remove Members** and upload a roster. See [Bulk Roster Management](#). Enrollment links are covered separately in Section 2.



STEP 2

Create a student account (preferred)

1. Choose **Create Account**. This preferred method lets you choose the student's username and adds them immediately when you finish setup.
2. Enter the student's email and a unique username. Enter a password, or leave the password field blank for Ovation to generate a random password and email it to the student. The student can change their password later.



Method  **Create Account**  Send Invitation  Create Enrollment Link

You choose the username. Added instantly.

ACCOUNT DETAILS

Email * **Username *** **Password**

STEP 3

Set access and finish creating the account

1. Choose **Default** for the student's role.
2. Choose **Full** for all practice or **Assignments** for assigned practice only.
3. Select the platforms the student can use: **Web App**, **Desktop App**, and **VR App**.
4. Select **Edit** beside Assignments to assign practice, Groups to organize the student into a class or group, or Tags to add labels. These are optional; you can return to these settings later.
5. Select **Create Account**. Check the confirmation and your roster. The student receives a welcome email with sign-in details.

PERMISSIONS, GROUPS & TAGS

Role


Default
Basic member with no management permissions.


Facilitator
Manages assignments and collections, with member visibility controlled by organization policy.


Manager
Manages members, groups, and organization activity. Manager peers remain private.

Access Level


Full
Can sign in and use all Ovation features.


Assignments
Can sign in only to complete assignments.


Paused
Cannot sign in to the Ovation app.

Enabled Platforms


VR Headsets
Can sign in and practice on VR headsets.


Desktop App
Can sign in and practice in the Ovation desktop app.


Ovation Web
Can sign in and practice in the browser web app.

Groups (optional)

No groups assigned

Edit

Tags (optional)

No tags assigned

Edit

Assignments (optional)

No assignments

Edit

Create Account

STEP 4

Alternative: Send Invitation

1. In **Add Member**, choose **Send Invitation** and enter the student's email.
2. Set their role, access, platforms, and any assignments, groups, or tags. Select **Send Invitation** at the bottom of the form.
3. The student creates their account later through the emailed invitation. To check pending invitations, open **Members** and find Invited Members.

Method


Create Account


Send Invitation

Member creates their account later via email.

ACCOUNT DETAILS

Email *

alex.taylor@example.edu

Send Invitation

2. Create Enrollment Links

STEP 5

Create an enrollment link (preferred for a class)

1. In **Add Member**, select **Create Enrollment Link**. One link can be shared with an entire class.
2. Enter a link name, maximum enrollments, and the date enrollment closes.
3. Review the allowed email domains. To add one, enter it and select **Add**. Students must use an email address from an allowed domain.

Method   Create Account  Send Invitation  **Create Enrollment Link** 

Share one link with multiple members. Each person creates an account or signs in, then joins your organization.

LINK DETAILS

Link name * 

Maximum enrollments

Enrollment closes 

Allowed email domains * 

example.edu 



Add

STEP 6

Choose what students receive

1. Choose **Full** or **Assignments** access and the **Web App**, **Desktop App**, and **VR App** platforms students can use. New students receive the Default role.
2. Select **Edit** beside Assignments, Groups, or Tags to add them for students who join through this link.
3. Select **Create Enrollment Link**.

PERMISSIONS, GROUPS & TAGS

Role

 **Default**
Basic member with no management permissions. 

Enabled Platforms

 **VR Headsets**
Can sign in and practice on VR headsets. 

 **Desktop App**
Can sign in and practice in the Ovation desktop app. 

 **Ovation Web**
Can sign in and practice in the browser web app. 

Assignments (optional) 

No assignments 

Access Level

 **Full**
Can sign in and use all Ovation features.  

 **Assignments**
Can sign in only to complete assignments. 

 **Paused**
Cannot sign in to the Ovation app. 

Groups (optional) 

No groups assigned 

Tags (optional)

No tags assigned 

Create Enrollment Link 

STEP 7**Share the link with your class**

1. Select **Copy link** and share it with students by email, through your LMS, or through a student messaging platform. Alternatively, select **Download QR code** to share a scannable code.
2. Students open the link and select **Create account** or **Already have an account? Sign in**. After setup or sign-in, they join your organization and receive the selected groups and assignments.
3. Existing members keep their current role, access, and platforms when they join through a link.

Enrollment link ready

Share this link in your LMS, class message, or onboarding instructions. Members create their own accounts and join your organization.

Enrollment link

https://app.prod.ovationvr.com/enroll/example

Copy link

Download QR code

You can view enrollments and manage this link in the Enrollment Links table on the Members tab.

STEP 8**Track enrollments and manage the link**

1. Return to **Members** and scroll to Enrollment Links. Check the enrollment count, closing date, and status.
2. Open the link's three-dot menu and select **Manage Link** to see who joined or change the settings. Select **Save changes** when finished.
3. Select **Disable Link** when you want to stop new enrollments. Existing students keep their access. Use **Show Disabled/Expired** to find closed links. Changes to link settings apply to future enrollments.

Enrollment Links

Share access to your organization and track who joins. Create a link from the **Add Member** tab.

Search...

Show Disabled/Expired

1 Link

Export

	NAME	LINK	GROUPS	ASSIGNMENTS	ENROLLMENTS	EXPIRES	STATUS	
	COM101 Fall 2026	Copy link	COM101	Class practice	1 / 30	Oct 16, 2026	Active	

3. Bulk Roster Management

STEP 9

Upload a class roster

1. In the Ovation portal, open **Organization**, then **Members**. Select **Bulk Add/Remove Members** and download **Template to add members, assign roles, and add groups**.
2. Enter one student per row, up to 200 students. Keep the column headings unchanged. For Excel files, use the first worksheet.
3. Enter each student's email and a unique username to create their account immediately (preferred). Leave the username blank to send an invitation instead. Leave the facilitator and manager columns blank for students.
4. Follow the template instructions to add groups, tags, access settings, and platforms as needed. For students already in your organization, the upload only adds groups and tags; their other settings stay unchanged.
5. Save the file as Excel or CSV. Select **Choose**, select your file, then select the **upload icon**.
6. Review the results. If any rows fail, correct and upload only those rows again.

Bulk Add Members

Add up to 200 organization members at once.

 Template to add members, assign roles, and add groups ^①

 Choose ^⑤

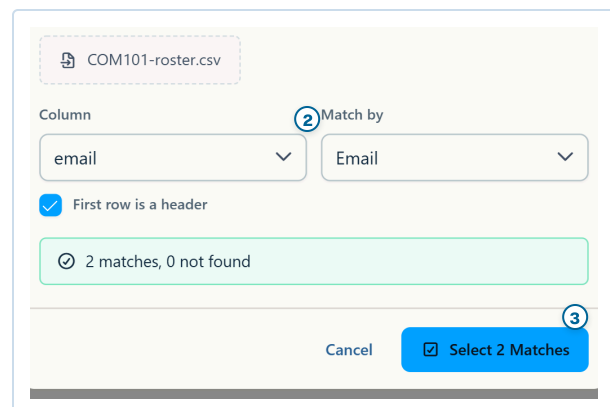
COM101-roster.xlsx



STEP 10

Select existing students from a roster file

1. In **Members**, open the filters and select the **Advanced filter** file icon to select existing students.
2. Select **Choose CSV or Excel file**, then the **Column** and **Match by** field (such as Email).
3. Check **First row is a header** if needed. Review matches and select **Select Matches**.



The screenshot shows a dialog box for selecting existing students. At the top, a file named 'COM101-roster.csv' is selected. Below this, there are two dropdown menus: 'Column' with 'email' selected and 'Match by' with 'Email' selected. A checkbox labeled 'First row is a header' is checked. A green box displays '2 matches, 0 not found'. At the bottom right, there is a 'Cancel' button and a blue button labeled 'Select 2 Matches' with a checkmark icon. Numbered callouts 1 through 5 are present: 1 points to the template download link in Step 9, 2 points to the 'Match by' dropdown, 3 points to the 'Select 2 Matches' button, 4 points to the 'First row is a header' checkbox, and 5 points to the 'Choose' button in Step 9.

STEP 11**Manage selected students together**

1. Search or filter and select student checkboxes, or use the file selection in Step 10. Check the count.
2. Choose **Add to Group** or **Remove from Group**. Group removal keeps the organization account.
3. Use **Add to Assignment**, **Add Tags**, **Remove Tags**, or **Export** as needed.

Members

Account and confirmation status is shown only for members you are allowed to inspect.

Filter: Role Default × + Add Filter 3 Members of 14 3 Export

2 selected Change Role Change Access Change Platforms Add Tags Remove Tags 2 Add to Group Remove from Group × Clear

Add to Assignment Set Pause Date Set Resume Date Set Remove Date Remove 2 Members

	NAME ↑	EMAIL ↑	USERNAME ↑	ROLE ↑	GROUPS ↑	TAGS ↑	ACCESS ↑
1	Alex Taylor	alex.taylor@example.edu	alex.taylor	Default	COM101	Fall 2026	Full
☒	Jamie Chen	jamie.chen@example.edu	jamie.chen	Default	COM101	-	Paused
☐	Morgan Lee	morgan.lee@example.edu	morgan.lee	Default	COM101	-	Full

STEP 12**Change access without removing accounts**

1. Select students, then **Change Access**. Choose **Full**, **Assignments**, or **Paused**.
2. Select **Change Access** to confirm. Paused stops practice but keeps portal access. To schedule, use **Set Pause Date** or **Set Resume Date**.
3. Use **Change Platforms** for Web App, Desktop App, and VR App access.

Change Access ×

Change access for 2 members.

ACCESS LEVEL

☒

Full
Can sign in and use all Ovation features.

☐

1 **Assignments**
Can sign in only to complete assignments.

☐

Paused
Cannot sign in to the Ovation app.

Cancel 2 Change Access

4. Remove Students

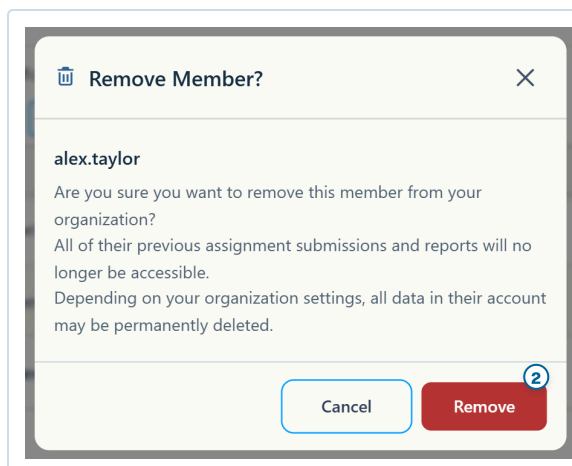
IMPORTANT

Removing students makes their previous submissions and reports unavailable to your organization. Organization settings may also permanently delete their account data. For a temporary break, pause access instead.

STEP 13

Remove one or more students

1. In **Members**, open a student's three-dot menu and select **Remove Member**.
2. Review the warning and select **Remove**. For several students, select their checkboxes, then **Remove Members** and confirm.
3. Check that the students no longer appear in your roster.



STEP 14

Remove students using a roster file

1. Open **Bulk Add/Remove Members** and download **Template to remove members**.
2. Keep the email heading, enter up to 200 student emails, and save as Excel or CSV.
3. Select **Choose** and select the file. Check that only the intended students are listed.
4. Select the **upload icon** to start removal. Review results and retry only failed rows.

Bulk Remove Members

Remove up to 200 organization members at once.

📄 Template to remove members ^①

📁 Choose ^③

COM101-remove.csv



Need help? Contact your organization administrator for permissions or roster questions. Visit the [Ovation FAQ](#) or contact support@ovationvr.com for general app support or troubleshooting.