

## How to enroll users in a course

### 1) CLICK ENROLLED USERS LINK

After logging into Moodle, navigate to the course you would like to enroll users into. As seen in Screenshot1, there is a "Users" tab under "Course administration" inside the "Settings" Block. With the tab expanded, click the "Enrolled users" link (circled in red on Screenshot1). NOTE: these options may only be available if you have the appropriate permissions to enroll users in the course.

The screenshot displays the Moodle course administration interface for a course titled "Spring 2014 Academic Course Template". The breadcrumb trail is "My Moodle > My courses > Spring 2014 Academic Course Template".

**Navigation Block:** Contains links for "My Moodle", "Site home", "Moodle at Southeastern", "My profile", and "My courses".

**Settings Block:** Contains a "Course administration" section with a sub-menu "Users". The "Enrolled users" link is highlighted with a red circle. Other options in the "Users" sub-menu include "Enrollment methods", "Groups", "Permissions", and "Other users".

**Course Content:** The main area shows a "Welcome to Our Class" section with various activities like "Announcements", "Using the Course Template: Instructions for Faculty", "Course Overview Placeholder", "Course Syllabus Placeholder", "Syllabus Validation", "Disaster Recovery Plan Placeholder", and "Attendance". Below this are four "Topic" sections (Topic 1 to Topic 4), each with a "+Add an activity or resource" button.

**Right-hand Side:** Includes a "View as Student" button, an "Announcements" block with "Add a new topic..." and "(No news has been posted yet)", a "Faculty Profile" block with a placeholder image, the name "Your Name", contact information "985-549-2000 East Stadium", "Office Hours: M-F 7:30am - 5:00pm or by appointment", and a "Send me an email" button. At the bottom is a "Student Links" block.

## 2) CLICK THE ENROLL USERS BUTTON

After clicking on the link for "Enrolled users", you should see a page similar to Screenshot2. There will likely be users already enrolled in the course, but the "Enroll users" button should be available above or below the list of currently enrolled users (circled in red on Screenshot2). If this button is not accessible, you likely do not have permission to enroll users in the course. Click the button to enroll users.

My Moodle ► Courses ► Course Templates ► Spring 2014 Academic Course Template ► Users ► Enrolled users

### Enrolled users

Enrollment methods:

[Enroll users](#)

First name / Last name ↓ / ID number	Last access	Roles	Groups	Enrollment methods
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[Enroll users](#)

**Navigation**

- My Moodle
  - Site home
  - Moodle at Southeastern
  - My profile
  - My courses
  - Courses

**Settings**

- Course administration
  - Activity chooser off
  - Edit settings
  - Completion tracking
  - Users
    - Enrolled users**
      - Enrollment methods
    - Groups
    - Permissions
    - Other users
  - Filters
  - Grades
  - Outcomes
  - Reservations

### 3) SELECT THE ROLE

The "Enroll users" button brings up a small window as seen in Screenshot3. Choose the appropriate role from the dropdown (circled in red on Screenshot3).

### 4) SEARCH FOR USER TO BE ENROLLED

The list of users is often too long to navigate without filters, so use the search box close to the bottom (highlighted in green on Screenshot3). Type in the name (first and/or last name) or w-number in the box, then press enter to filter the list. NOTE: if the user to be enrolled does not appear in the list, the name or w-number may be incorrectly typed, the user may not exist in Moodle, or the user may already be enrolled in the course\*.

**Enroll users** [X]

Assign roles: **Teacher's Assistant** [v]

▶ Enrollment options

9 users found [^]

1	 Dr. Jane Doe w0123456	<b>Enroll</b>
2	 Dr. John Doe w9999999	<b>Enroll</b>

Search: **Doe** [v]

**Finish enrolling users**

## 5) ENROLL THE USER

When you have found the user to be enrolled, click the "Enroll" button next to their name. If you are enrolling multiple users, you can repeat step 4 for each user. When you are finished, click the "Finish enrolling users" button at the very bottom of the window. The page will refresh, and the newly added users should appear in the list of enrolled users.

### **\*SPECIAL NOTE\*:**

If a user is already enrolled in a course, their role can be changed using the "+" button to add another role or the "x" button to remove one on the list of enrolled users.