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.

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.

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*.

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.