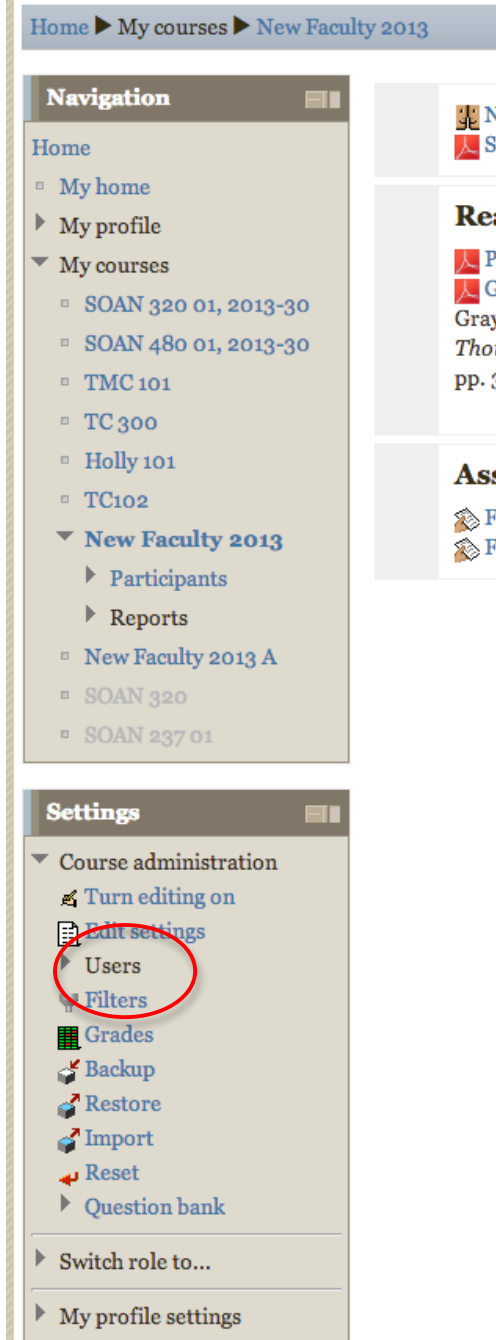


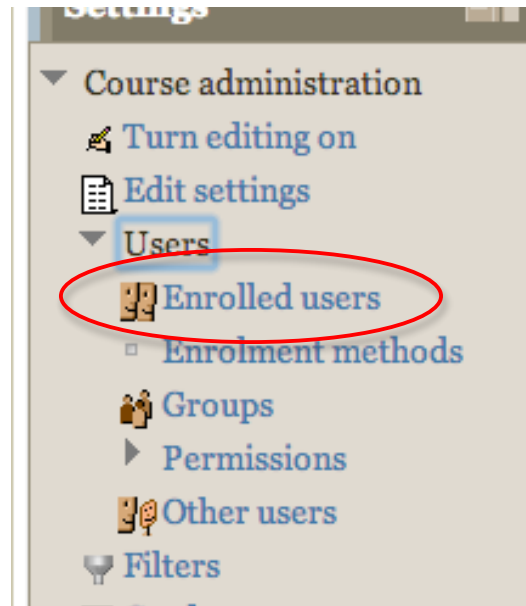
## Moodle2 - How to add users to a course manually

1) In the settings box in your course page, click on "Users"



The screenshot shows the Moodle course interface. At the top, there is a breadcrumb trail: Home > My courses > New Faculty 2013. Below this is a 'Navigation' sidebar with a tree view: Home, My home, My profile, My courses (expanded to show SOAN 320 01, 2013-30; SOAN 480 01, 2013-30; TMC 101; TC 300; Holly 101; TC102), New Faculty 2013 (expanded to show Participants, Reports), New Faculty 2013 A, SOAN 320, and SOAN 237 01. To the right of the navigation sidebar are three vertical panels: 'Real' (with icons for N and S), 'Ass' (with icons for P, G, Gray, Tho, PP, 3), and 'Ass' (with icons for Fi, Fi). Below the navigation sidebar is a 'Settings' sidebar with a tree view: Course administration (expanded to show Turn editing on, Edit settings, Users, Filters, Grades, Backup, Restore, Import, Reset, Question bank), Switch role to..., and My profile settings. The 'Users' option under 'Course administration' is circled in red.

2) In the new menu that appears, click on "Enrolled Users"












The screenshot shows the 'Users' settings menu in Moodle. The menu is titled 'Users' and is circled in red. It contains the following options: Enrolled users (circled in red), Enrolment methods, Groups, Permissions, Other users, and Filters. The 'Users' menu is part of the 'Course administration' section.

3) In the new screen that opens, click "Enrol users"

## Enrolled users

Enrolment methods

Enrol users

| First name / Surname<br>↓ / Email address   | Last access     | Roles     | Groups  | Enrolment methods   |
|---|-----------------|-----------|---|---|
|  Erik Larson<br>larson@lakeforest.edu    | 2 hours 12 mins | Student ✕ |  | Manual enrolments from Thursday, 15 August 2013, 12:00 AM  ✕ |
|  stu student5<br>student5@lakeforest.edu | 58 days 9 hours | Student ✕ |  | Manual enrolments from Thursday, 15 August 2013, 12:00 AM  ✕ |
|  Holly Swyers<br>swyers@lakeforest.edu   | 28 secs         | Teacher ✕ |  | Manual enrolments from Thursday, 15 August 2013, 12:00 AM  ✕ |

Enrol users







4) Start typing in the name of the user you want to enroll in the search bar and hit "enter." (note you can change the role)

### Enrol users

Assign roles

Enrolment options

4618 users found

|   |   |                                      |
|---|---|--------------------------------------|
| 1 |  Taylor Abboushi<br>abboushite@mx.lakeforest.edu | <input type="button" value="Enrol"/> |
| 2 |  Elizabeth Abderholden<br>abdere@lakeforest.edu  | <input type="button" value="Enrol"/> |
| 3 |  Susan Abderholden<br>Abderholden@comcast.net    | <input type="button" value="Enrol"/> |
| 4 |  Amy Abe<br>abe@lakeforest.edu                   | <input type="button" value="Enrol"/> |
| 5 |  Leslie Abramson                                 | <input type="button" value="Enrol"/> |
| 6 |  Dawn Abt-Perkins<br>abtperki@lakeforest.edu     | <input type="button" value="Enrol"/> |

Search



5) Click "Enrol" by the person you want to enroll. And you're done!

### Enrol users

Assign roles

Enrolment options

2 users found

|   |  |                                      |
|---|--|--------------------------------------|
| 1 |  Natalie Robinson<br>robinsonnl@mx.lakeforest.edu | <input type="button" value="Enrol"/> |
| 2 |  Teryn Robinson<br>robinson@lakeforest.edu        | <input type="button" value="Enrol"/> |

Search