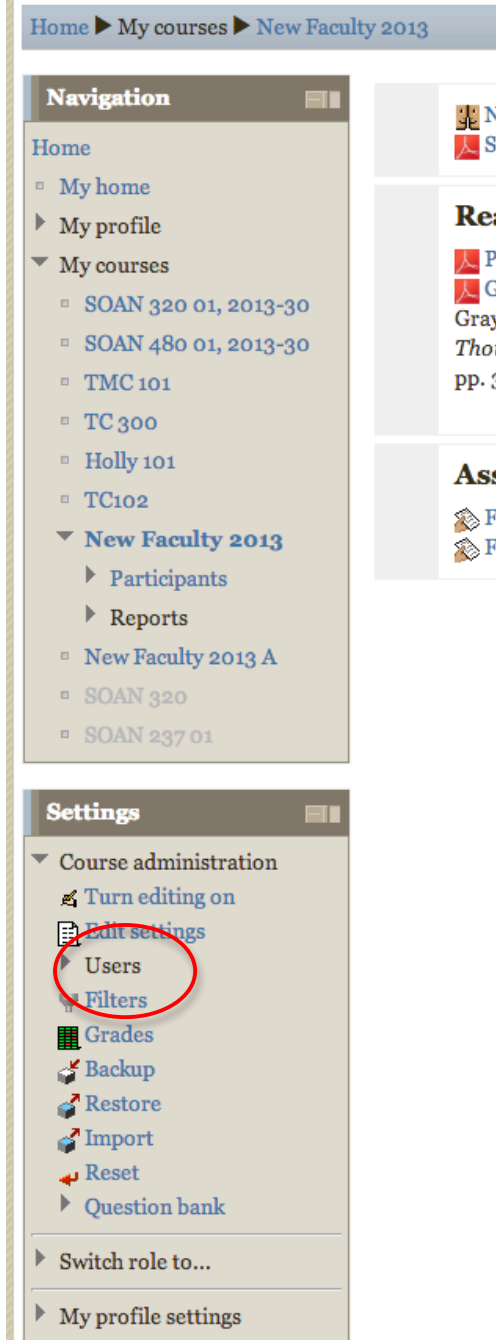


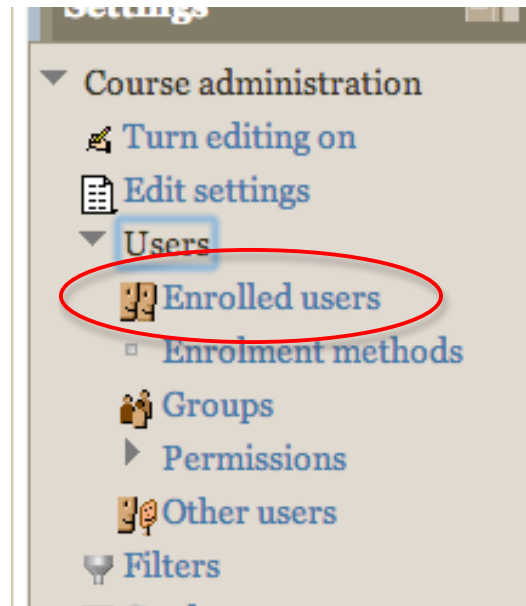
## Moodle2 - How to add users to a course manually

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 menu with the following items: Home, My home, My profile, My courses (expanded), SOAN 320 01, 2013-30, SOAN 480 01, 2013-30, TMC 101, TC 300, Holly 101, TC102, New Faculty 2013 (expanded), Participants, Reports, New Faculty 2013 A, SOAN 320, and SOAN 237 01. To the right of the navigation menu, there are three vertical sections: 'Rea' (with icons for N and S), 'Ass' (with icons for P, G, Gray, Tho, and PP-3), and 'Ass' (with icons for Fi and Fi). Below the navigation menu is a 'Settings' sidebar menu with the following items: Course administration (expanded), Turn editing on, Edit settings, Users (circled in red), Filters, Grades, Backup, Restore, Import, Reset, Question bank, Switch role to..., and My profile settings.

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









The screenshot shows the 'Settings' sidebar menu from the previous image, but with the 'Users' item expanded. The 'Users' item is highlighted with a blue box, and the 'Enrolled users' sub-item is circled in red. Other items in the 'Users' sub-menu include 'Enrolment methods', 'Groups', 'Permissions', 'Other users', and 'Filters'. The 'Course administration' section is also expanded, showing 'Turn editing on', 'Edit settings', 'Users', 'Filters', 'Grades', 'Backup', 'Restore', 'Import', 'Reset', and 'Question bank'.

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

## Enrolled users

Enrolment methods

Enrol users

First name / Surname ↓ / Email address	Last access	Roles	Groups	Enrolment methods
 Erik Larson larson@lakeforest.edu	2 hours 12 mins	Student ✕		Manual enrolments from Thursday, 15 August 2013, 12:00 AM ✕
 stu student5 student5@lakeforest.edu	58 days 9 hours	Student ✕		Manual enrolments from Thursday, 15 August 2013, 12:00 AM ✕
 Holly Swyers 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 abboushite@mx.lakeforest.edu	<input type="button" value="Enrol"/>
2	 Elizabeth Abderholden abdere@lakeforest.edu	<input type="button" value="Enrol"/>
3	 Susan Abderholden Abderholden@comcast.net	<input type="button" value="Enrol"/>
4	 Amy Abe abe@lakeforest.edu	<input type="button" value="Enrol"/>
5	 Leslie Abramson	<input type="button" value="Enrol"/>
6	 Dawn Abt-Perkins 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 robinsonnl@mx.lakeforest.edu	<input type="button" value="Enrol"/>
2	 Teryn Robinson robinson@lakeforest.edu	<input type="button" value="Enrol"/>

Search