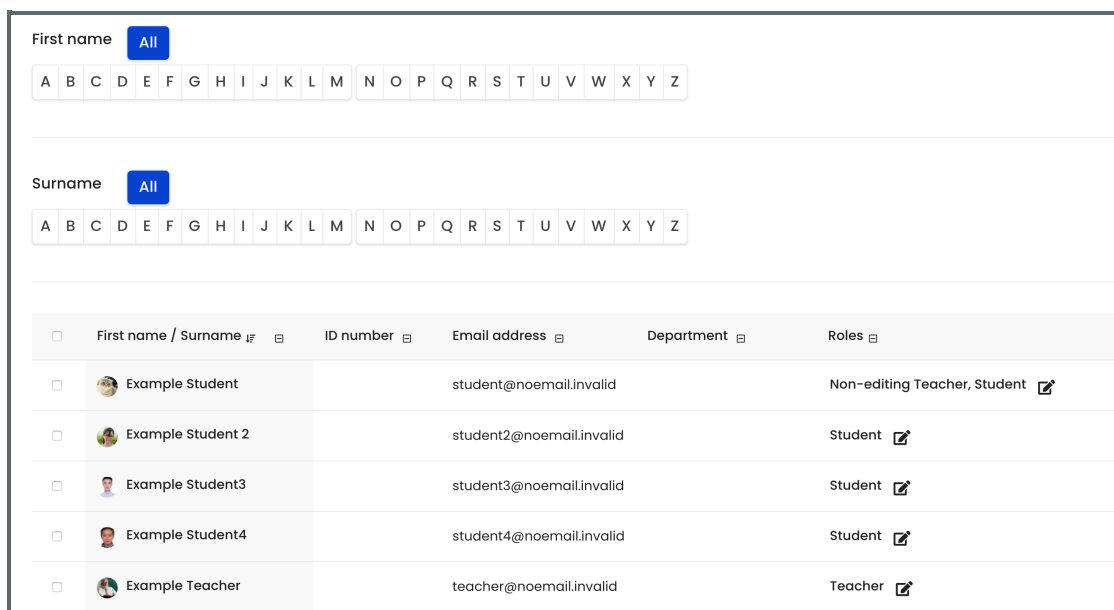


# How to add new users



<input type="checkbox"/>	First name / Surname	ID number	Email address	Department	Roles
<input type="checkbox"/>	Example Student		student@noemail.invalid		Non-editing Teacher, Student
<input type="checkbox"/>	Example Student 2		student2@noemail.invalid		Student
<input type="checkbox"/>	Example Student3		student3@noemail.invalid		Student
<input type="checkbox"/>	Example Student4		student4@noemail.invalid		Student
<input type="checkbox"/>	Example Teacher		teacher@noemail.invalid		Teacher

An example of the user list page

## Overview:

This guide will show you how to enrol users into a module page. Staff with the administrative permission can also assign different roles to these users according to the module leader's requests.

## What to know:

Enrolling teachers or students to a module should be undertaken strictly based to the needs from the department, module leaders and the Registry. Educational Technologist Team will help uploading all the teachers and students at the beginning of the semester to each module, but later secretary of each department will be responsible for this process for any user changes.

## Table of Contents

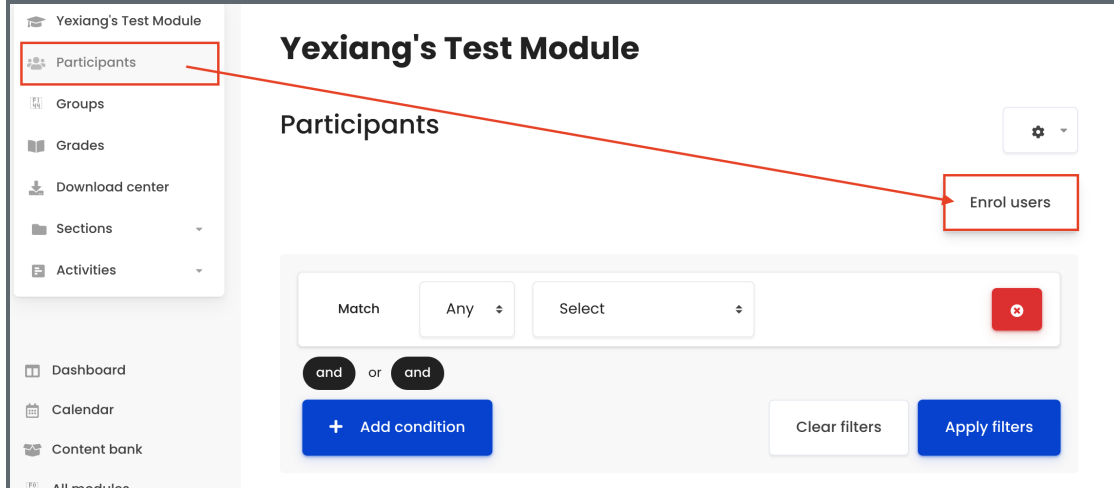
[Enrol users one by one \(enroll teachers/non-editing teacher\)](#)

[Bulk Enrol Students](#)

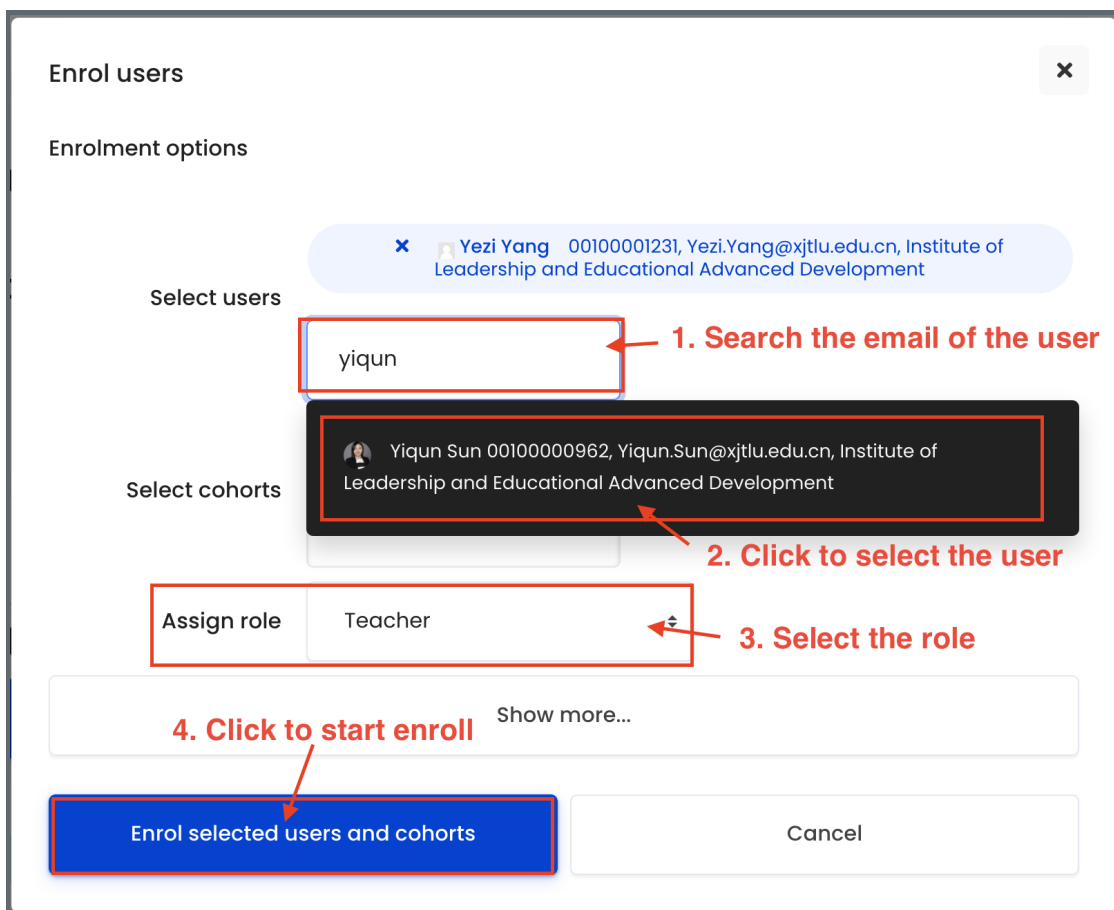
### Enrol users one by one (enroll teachers/non-editing teacher)

The advantage of enrolling people this way is you can also select the different roles, including student, teacher, non-editing teacher, module leader, guest and some other roles.

Step1: After opening the module, please click the "Participants" button on the left navigation bar, then click the button "Enrol users"



Step 2: A pop-up windows will show. Please follow the steps bellow to add a teacher[]



### **i Note**

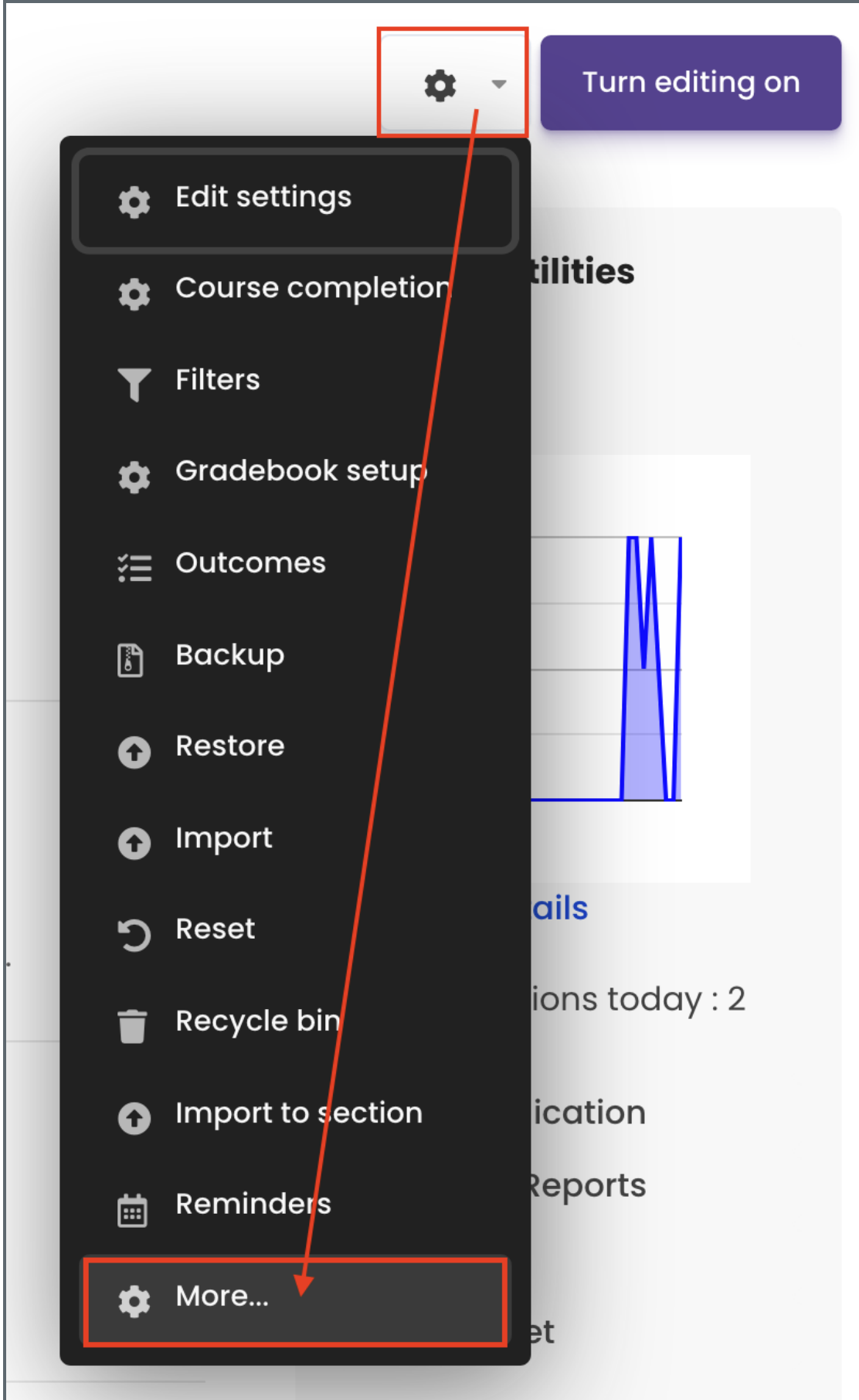
If you can't find the emails from the search list:

1. Please double check your spelling.
2. It's possible that they have already enrolled into the module. Please double check the participants list.
3. It might means their LMO account haven't been activated (never logged into LMO). *They have to log in LMO to activate the account.* Then, you will be able to find and add them to a certain module.

## Bulk Enrol Students

**This method can only support enroll student role.**

Step 1: Go to the module and click the gear icon besides the button of " Turn editing on" on the top right. Then click "More":



Step 2: Go to "User"— "User bulk enrolment"

# Course administration

Course administration **Users** Reports

---

**Users**

Enrolled users  
Groups  
Other users

[User bulk enrolment](#)

Step 3: Paste the users' email addresses to the text edit box as below (one email address per line):

### User bulk enrolment

Here, you can bulk enrol users to your course. A user to be enrolled is identified by his e-mail address stored in his Moodle account.

List of e-mail addresses ▲ ?

```
#Group A
David@student.xjtlu.edu.cn
Alice20@student.xjtlu.edu.cn
#Group B
Jenny@student.xjtlu.edu.cn
Frank@student.xjtlu.edu.cn
```

**Enrol users** Cancel

There are required fields in this form marked ▲.

Note: If you want to create groups at the same time, please add "# group name" above each group member list.

Step 4: Click the "Enrol users" button, you will see a page with enrolment details, please click the "Enrol users" button again:

## Yexiang's Test Module

### User bulk enrolment

#### Users to be enrolled into the course

Email address	First name	Surname	User enrolment	Group membership
Na.Li@xjtlu.edu.cn	Na	Li	User will be enrolled	

---

#### Enrolment details

Enrolment method	Assigned role
Manual enrolments	Student

**Enrol users** Cancel

Step 5: If your enrolment is successful, you will receive a notice on the top of the page like this:

User bulk enrolment successful



Online URL: <https://knowledgebase.xjtlu.edu.cn/article/how-to-add-new-users-39.html>