

How to add new users

First name	All	A B C D E F G H I J K L M	N O P Q R S T U V W X Y Z
Last name	All	A B C D E F G H I J K L M	N O P Q R S T U V W X Y Z
First name / Last name			
<input type="checkbox"/> —	ID number	Email address	Department
<input type="checkbox"/> SS Sandbox Student 1		sdstudent1@invalid.noemail	Student
<input type="checkbox"/> SS Sandbox Student 2		sdstudent2@invalid.noemail	Student
<input type="checkbox"/> SS Sandbox Student 3		sdstudent3@invalid.noemail	Student
<input type="checkbox"/> SS Sandbox Student 4		sdstudent4@invalid.noemail	Student
	Groups		

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.

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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 top navigation bar, then click the button “Enrol users”



Chenhui's Test Module

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[Enrol users](#)

Enrolled users

[Match](#)
[Any](#)
[Select](#)
[+ Add condition](#)

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

Enrol users

Enrolment options

Select users: No selection

exampleuser

example user exampleuser@noemail.invalid

Select cohorts

Search

Assign role: Teacher

Show more...

1. Search the email of the user

2. Click to select the user

3. Select the role

4. Click to start enroll

Cancel

Enrol selected users and cohorts

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 mean their LM Core accounts haven't been activated (never logged into LM Core). *They have to log in LM Core 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: Open the 'Participants' tab

Chenhui's Test Module

Course Settings **Participants** Grades Reports More ▾

Enrolled users Enrol users

Enrolled users

Match Any Select

+ Add condition Clear filters Apply

9 participants found

Step 2: Choose 'User bulk enrolment' in the dropdown list.

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User bulk enrolment

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

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Course Settings Participants Grades Reports More ▾

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 1
alice@example.com
bob@example.com
# Group 2
carol@example.com
dave@example.com
```

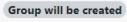
 Enrol users Cancel

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

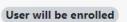
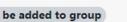
Step 4: Click the "Enrol users" button, you will see a page with enrolment details, please click the "Enrol users" button again:

User bulk enrolment

Groups included in the list

Group name	Group status
Group 1	 Group will be created

Users to be enrolled into the course

Email address	First name	Last name	User enrolment	Group membership
exampleuser@noemail.invalid	example	user	 User will be enrolled	Group 1:  User will be added to group

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 