

Enroll users into a module

Enrol users

Enrolment options

Select users

No selection

exampleuser

Select cohorts

example user exampleuser@noemail.invalid

Search

Assign role

Student

[Show more...](#)

Cancel

Enrol selected users and cohorts

An example of enrolling users

Overview:

This guide will show you how to enroll users into a module.

What to know:

You can enroll students and teachers one by one on the Learning Mall system.

Table of Contents

Step 1: Click 'Participants' tab on the top menu bar

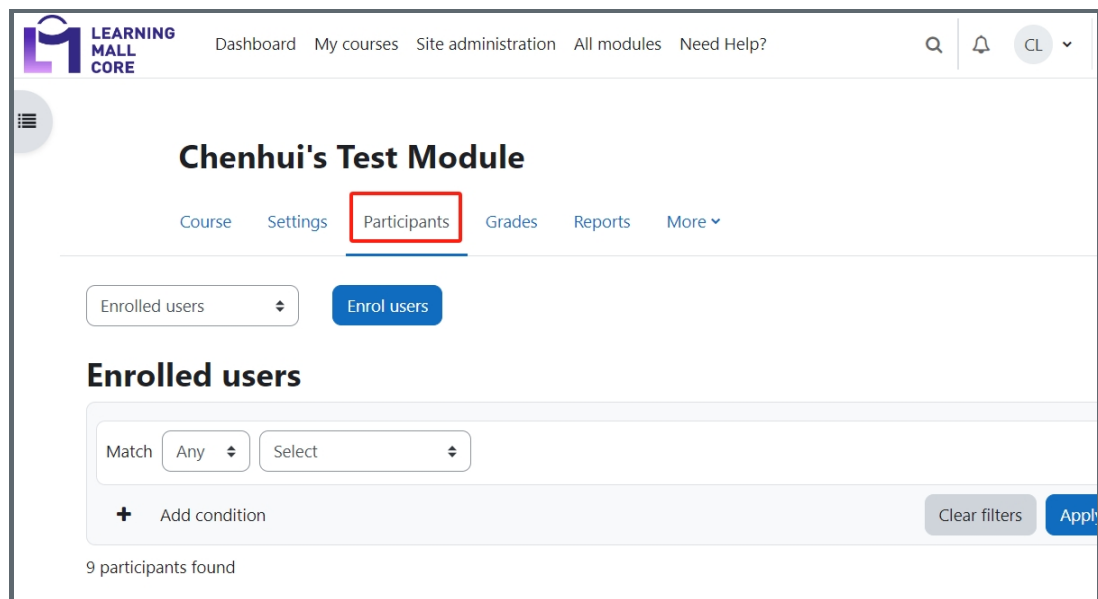
Step 2: Click the 'Enrol user' button

Step 3: Select a user

Step 4: New user display on the page

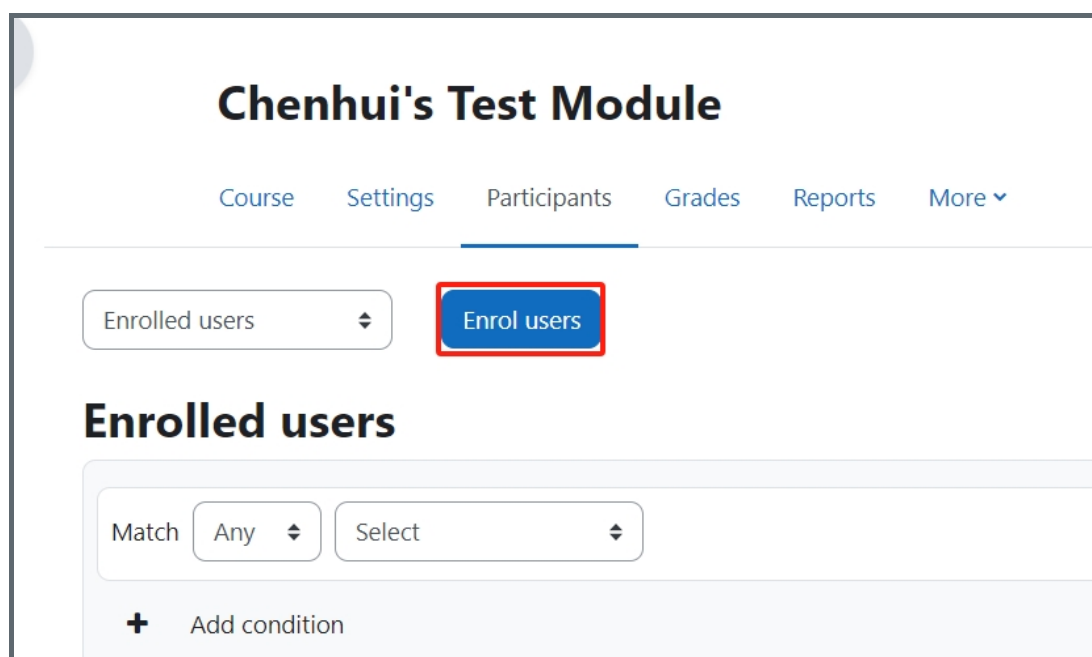
Step 1: Click 'Participants' tab on the top menu bar

Click the 'Participants' tab on the top menu bar.



Step 2: Click the 'Enrol user' button

Click the 'Enrol user' button on the page.



Step 3: Select a user

1. In 'Select users' setting, type in the user you want to add.
2. In 'Assign role' setting, choose the role (e.g. teacher, student, etc.).
3. Click the 'Enrollment selected users and cohorts' button to save the change.

Enrol users ×

Enrolment options

Select users

No selection

exampleuser

▼

Select cohorts

example user exampleuser@noemail.invalid

Search ▼

Assign role

Student ▼

[Show more...](#)

Cancel

Enrol selected users and cohorts

Step 4: New user display on the page

Then the new user will be displayed in the user list in this page.

| | | | | | | |
|--------------------------|----------------------|-----------------------------|---------|-----------|------------------|--------|
| <input type="checkbox"/> | SS Sandbox Student 5 | sdstudent5@invalid.noemail | Student | group2 | 71 days 22 hours | Active |
| <input type="checkbox"/> | SS Sandbox Student 6 | sdstudent6@invalid.noemail | Student | group2 | Never | Active |
| <input type="checkbox"/> | eu example user | exampleuser@noemail.invalid | Student | No groups | Never | Active |

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/enroll-users-into-a-module-85.html>