

Enroll users into a module

Enrol users

Enrolment options

Select users No selection

Select cohorts

example user exampleuser@noemail.invalid

Assign role

[Show more...](#)

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.

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

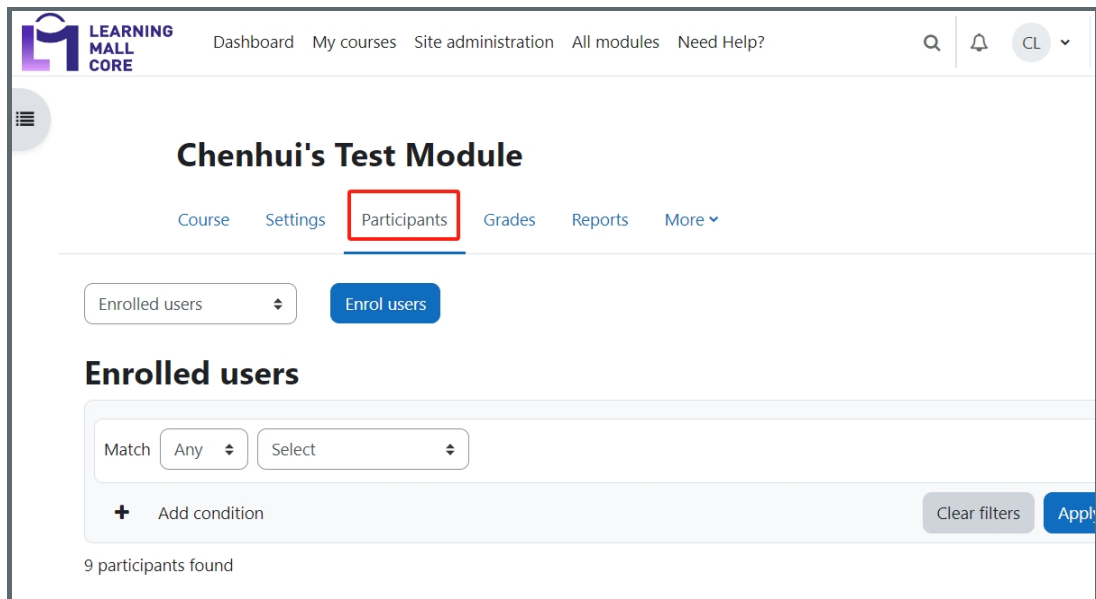
Step 2: Click the 'Enrol user' button

Step 3: Select a user

Step 4: New user display on the page

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

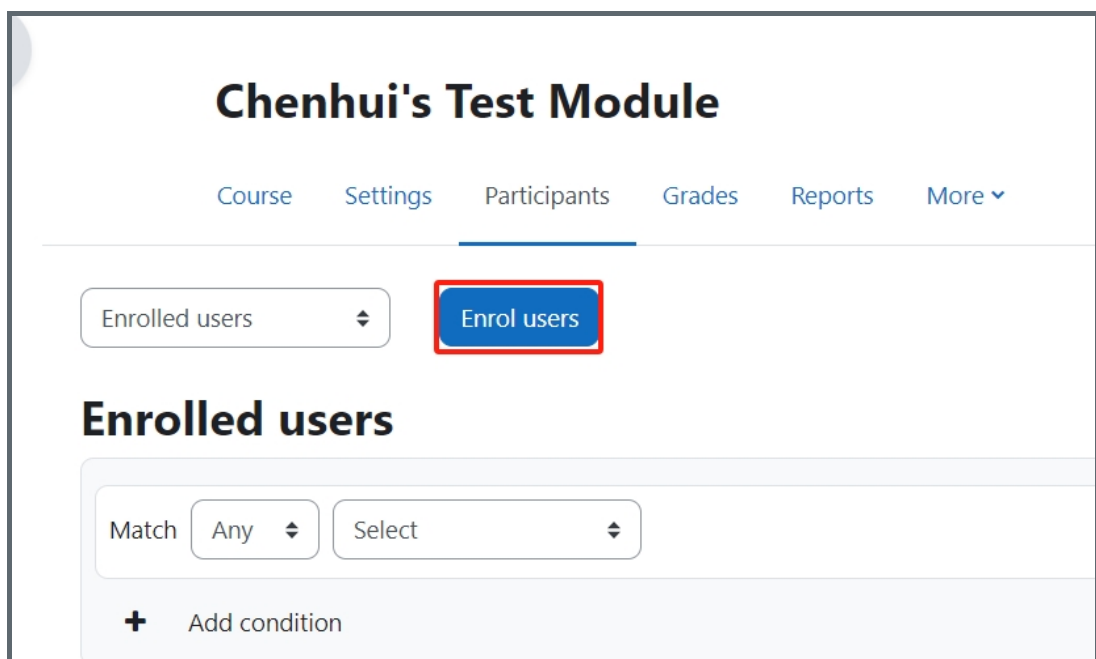
Click the 'Participants' tab on the top menu bar.



The screenshot shows the 'Learning Mall Core' dashboard for 'Chenhui's Test Module'. The top navigation bar includes 'Dashboard', 'My courses', 'Site administration', 'All modules', and 'Need Help?'. The 'Participants' tab is highlighted with a red box. Below the navigation, there is a section for 'Enrolled users' with a dropdown menu and an 'Enrol users' button. The 'Enrolled users' section includes a search filter with 'Match Any' and 'Select' options, and a '+ Add condition' button. The text '9 participants found' is visible at the bottom of the section.

Step 2: Click the 'Enrol user' button

Click the 'Enrol user' button on the page.



The screenshot shows the 'Chenhui's Test Module' interface. The 'Participants' tab is selected. The 'Enrol users' button is highlighted with a red box. The 'Enrolled users' section is visible, including the search filter and the '+ Add condition' button.

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>