Enroll users into a module

🖹 85 🔇 Yezi Yang 🛱 Wed, Jul 31, 2024 🖿 Role management

Enrol users	×
Enrolment o	otions
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.

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LEARNING MALL CORE Dashboard	My courses Site administration All modules Need Help?	Q 4 (L) ~					
■ Chenhu	Chenhui's Test Module						
Course Sett	ngs Participants Grades Reports More 🗸						
Enrolled users +	Enrolled users Enrol users Enrol users Match Any Select						
Match Any 🔶 Sel							
+ Add condition		Clear filters Apply					
9 participants found							

Step 2: Click the 'Enrol user' button

Click the 'Enrol user' button on the page.

	Course	Settings	Participants	Grades	Reports	More 🗸
Enrolled	users	\$	Enrol users			
Inrol	lled us	sers				

Step 3: Select a user

- 1. In 'Select uesrs' 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 V						
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.

0		SS	Sandbox Student 5	sdstudent5@invalid.noemail	Student 🖋	group2 🖋	71 days 22 hours	Active 1	٥	Û
(SS	Sandbox Student 6	sdstudent6@invalid.noemail	Student 🖋	group2 🖋	Never	Active 1	۰	Û
0	•[eu	example user	exampleuser@noemail.invalid	Student 🖋	No groups 🖋	Never	Active 1	٥	ŵ

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