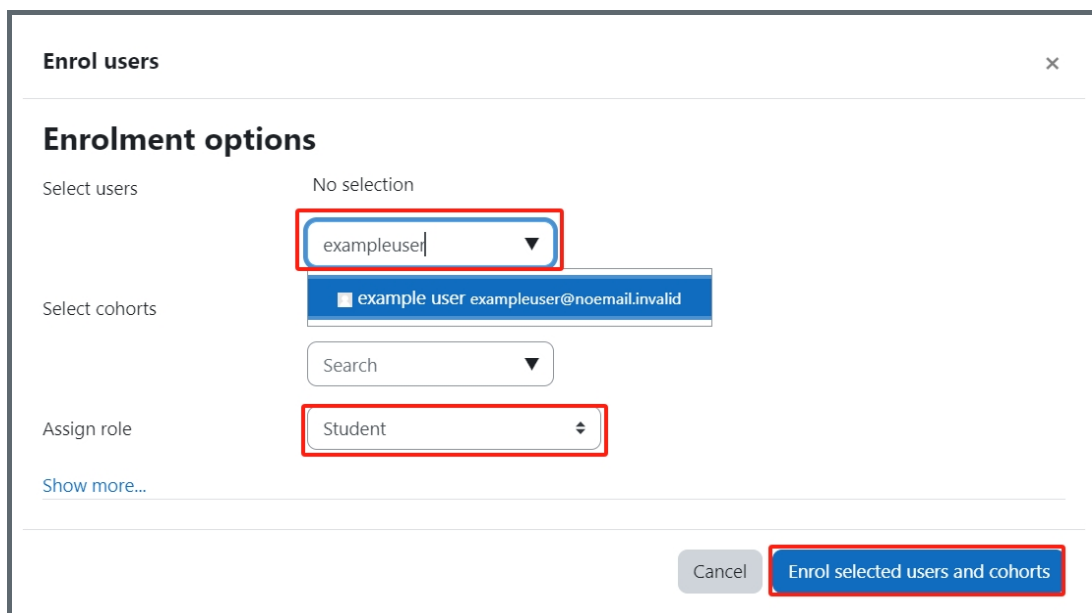


# Enroll users into a module



The screenshot shows a dialog box titled "Enrol users" with a close button (X) in the top right corner. Below the title is the section "Enrolment options".

- Select users:** A dropdown menu currently shows "No selection". A red box highlights the dropdown, and another red box highlights the text "exampleuser" inside the dropdown.
- Select cohorts:** A dropdown menu shows a selected item: "example user exampleuser@noemail.invalid". Below this is a "Search" dropdown menu.
- Assign role:** A dropdown menu shows "Student". A red box highlights the dropdown.

At the bottom of the dialog, there is a "Show more..." link. At the bottom right, there are two buttons: a grey "Cancel" button and a blue "Enrol selected users and cohorts" button, which is highlighted with a red box.

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

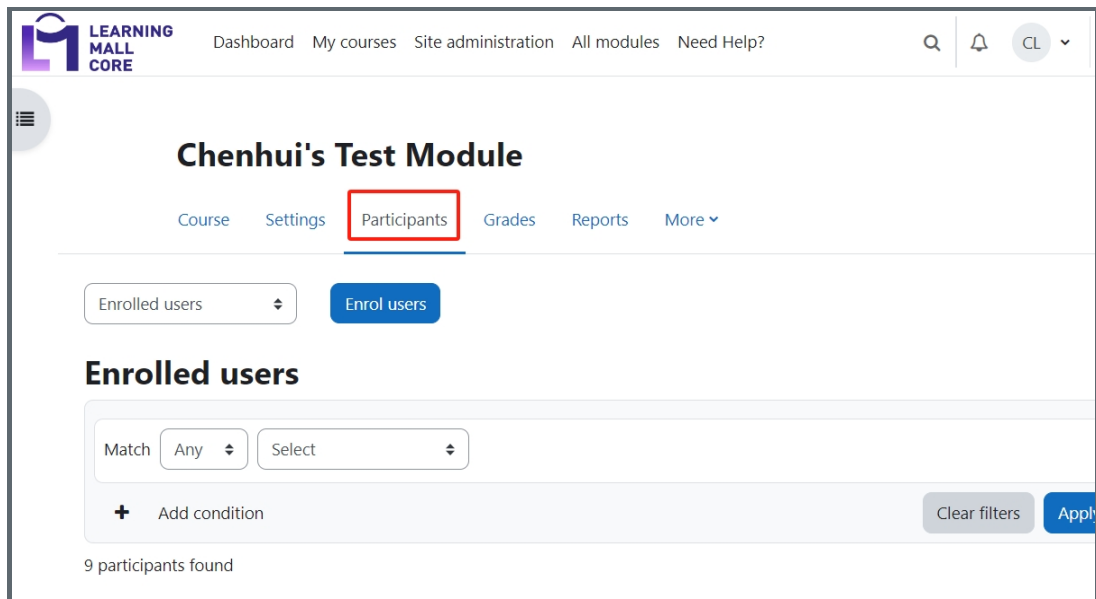
Step 2: Click the 'Enrol user' button

Step 3: Select a user

Step 4: New user display on the page

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

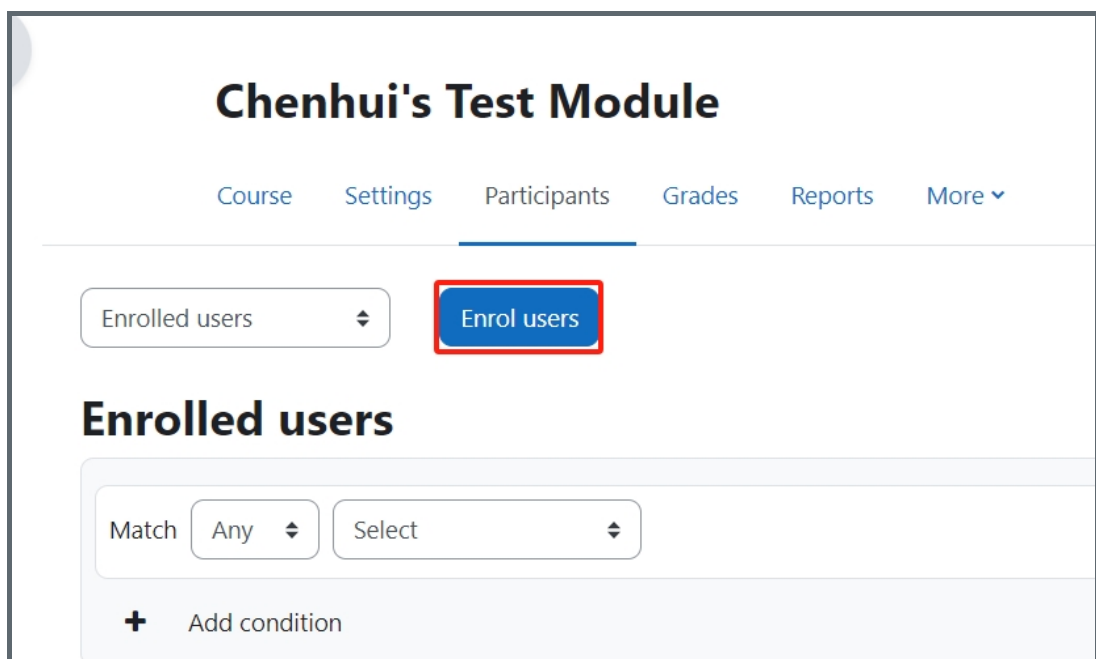
Click the 'Participants' tab on the top menu bar.



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 are tabs for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. A dropdown menu for 'Enrolled users' and an 'Enrol users' button are visible. 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 displayed at the bottom.

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 includes a search filter with 'Match Any' and 'Select' options, and a '+ 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>