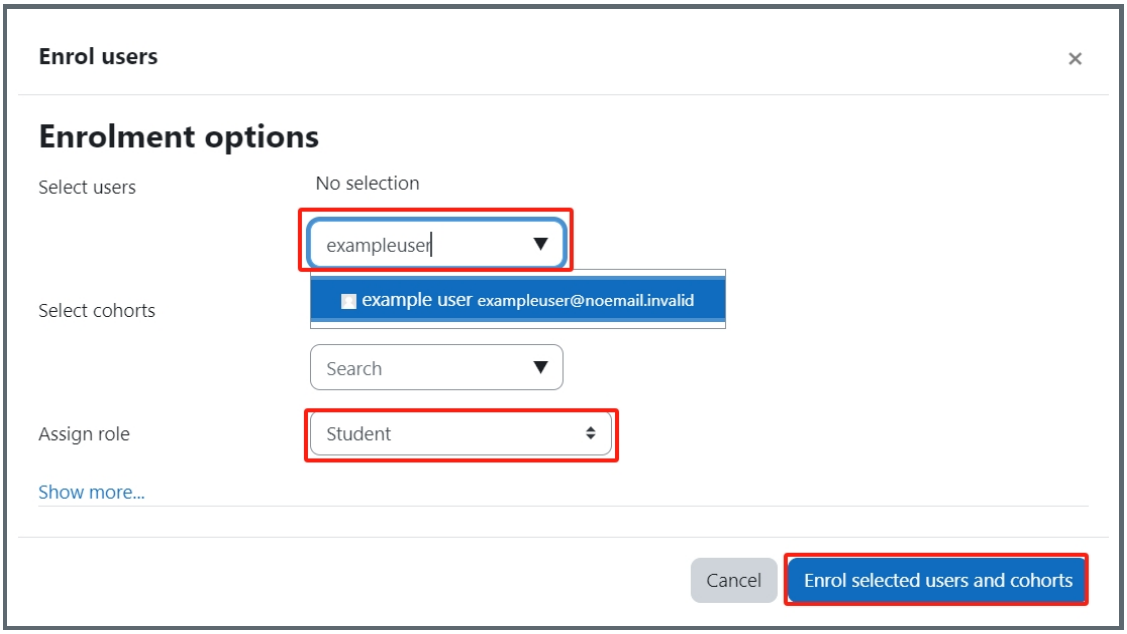
Enroll users into a module

85 Knowledge Base Administrator Thu, Nov 12, 2026 Role management 17756 0



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

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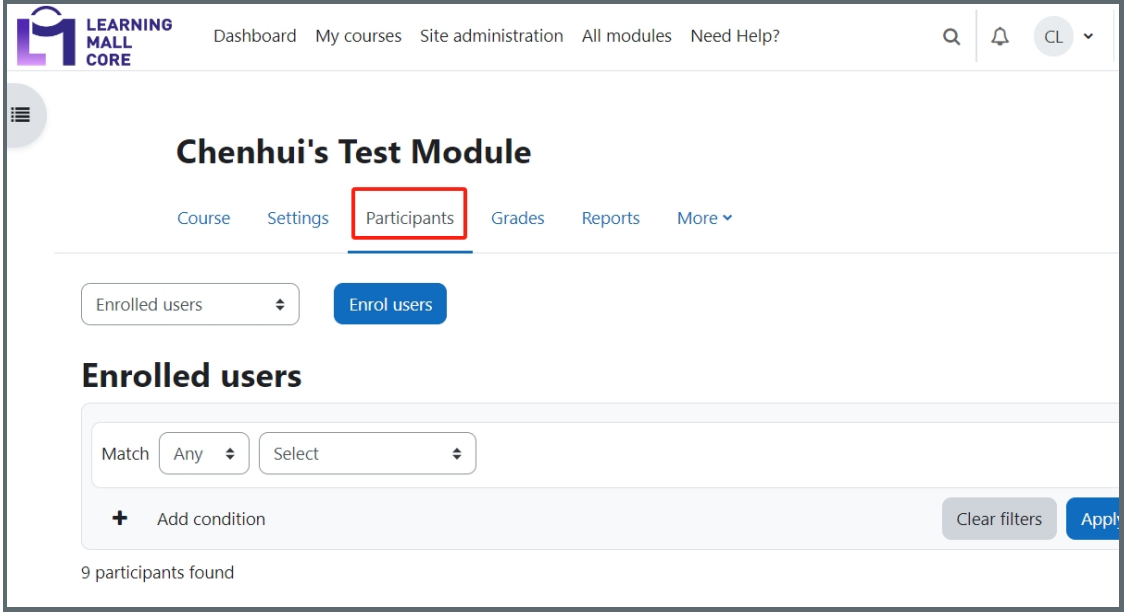
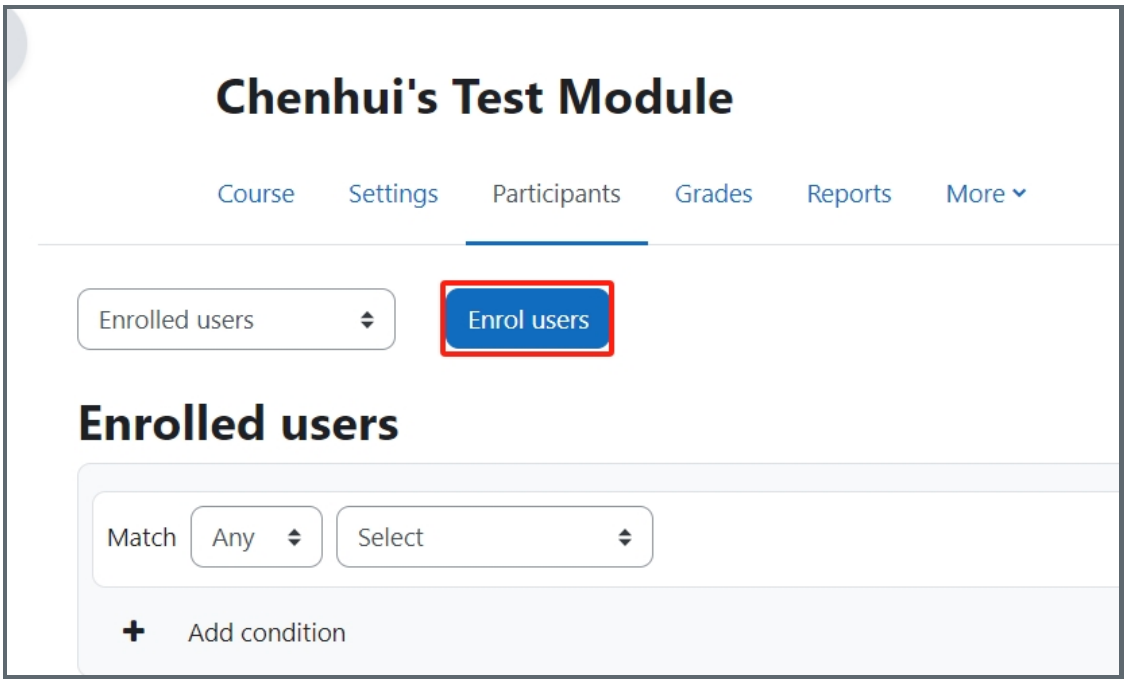


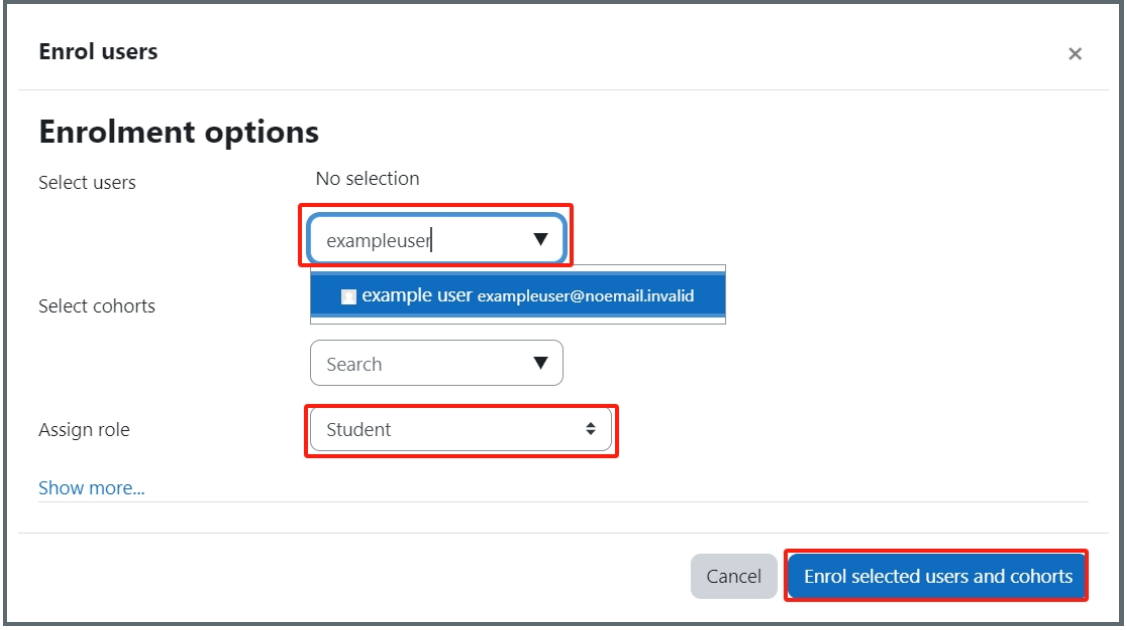
Step 2: Click the 'Enrol user' button

Click the 'Enrol user' button on the page.



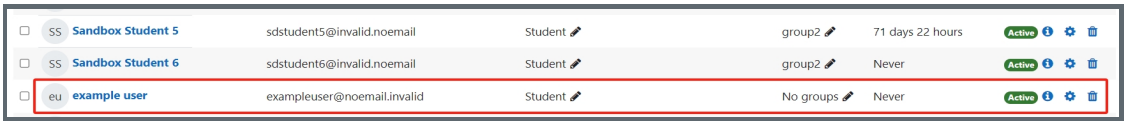
Step 3: Select a user

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.



Step 4: New user display on the page

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



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