

Enroll users into a module

User enrollment video guide

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 left menu bar](#)

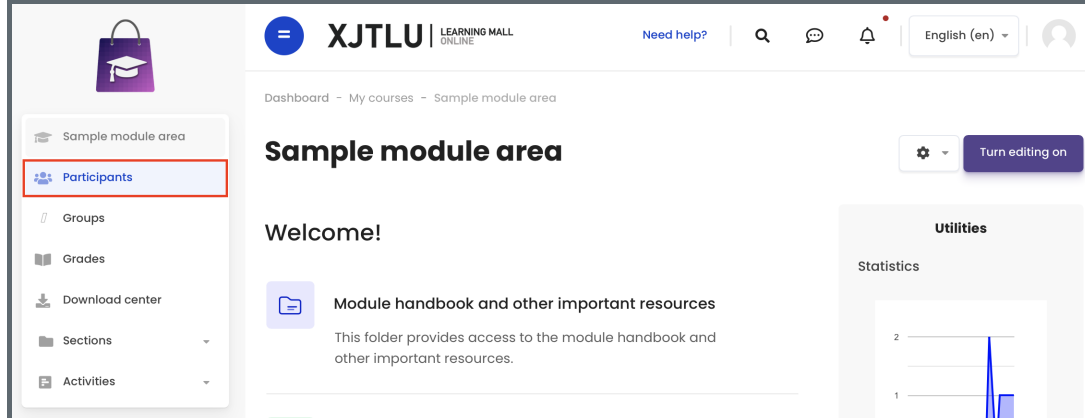
[Step 2: Click the 'Enrol user' button](#)

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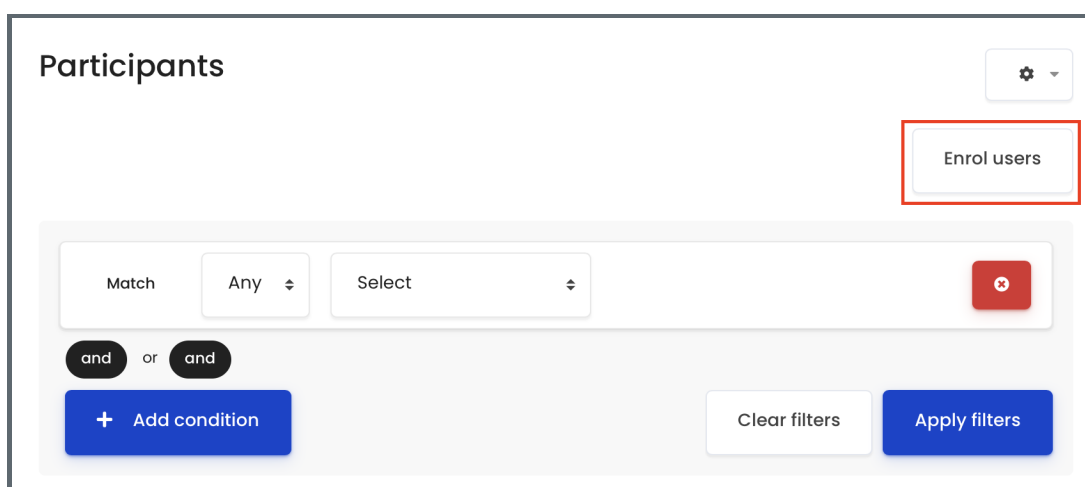
Step 1: Click 'Participants' tab on the left menu bar

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



Step 2: Click the 'Enrol user' button

Click the 'Enrol user' button on the top right of 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

No selection

Select users

Select cohorts

Example Teacher teacher@noemail.invalid

Assign role

[Show more...](#)

Step 4: New user display in the page

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

First name / Surname	ID number	Email address	Department	Roles	Groups
Example Student		student@noemail.invalid		Student	Group 1
Example Teacher		teacher@noemail.invalid		Teacher	No groups
Yezi Yang	00100001231	Yezi.Yang@xjtlu.edu.cn	Institute of Leadership and Educational Advanced Development	Teacher, Site Manager	No groups

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