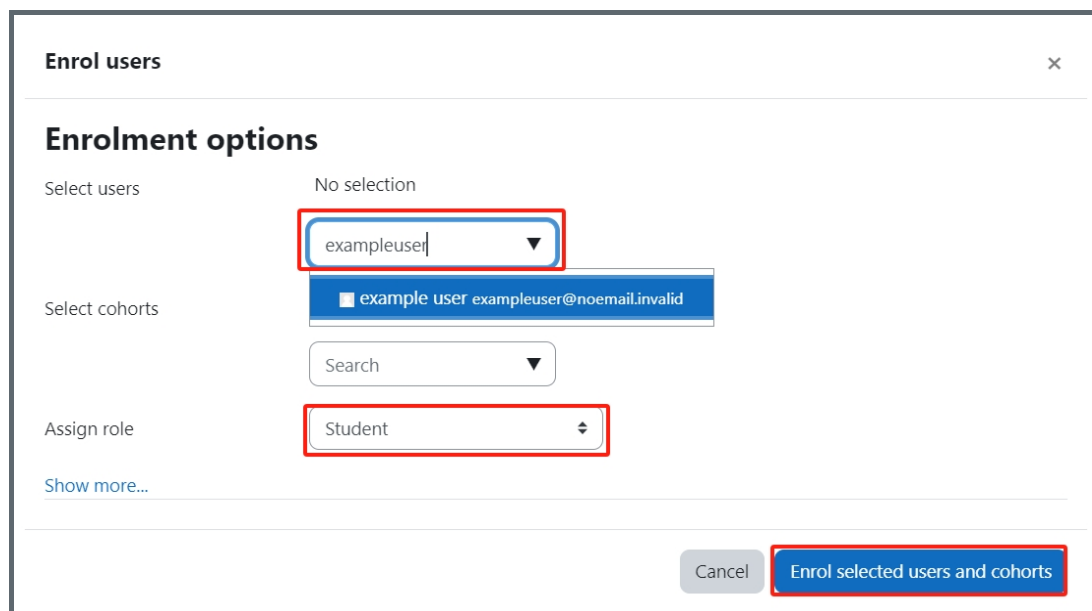


# Enroll users into a module



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".

Under "Enrolment options", there are three main sections:

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

At the bottom of the dialog, there are two buttons: "Cancel" and "Enrol selected users and cohorts". A red box highlights the "Enrol selected users and cohorts" button.

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

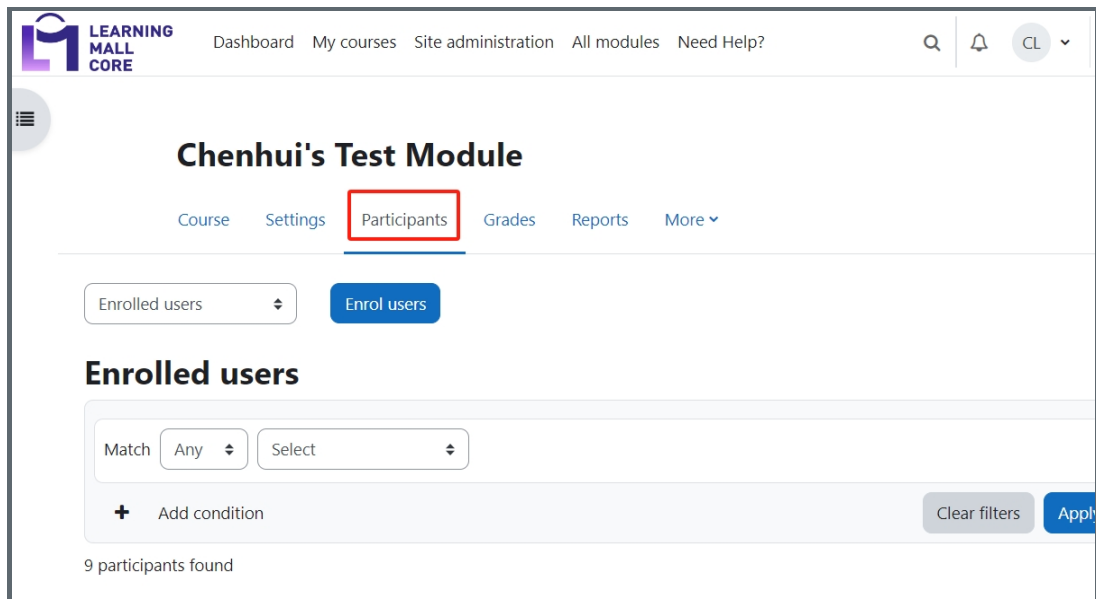
Step 2: Click the 'Enrol user' button

Step 3: Select a user

Step 4: New user display on the page

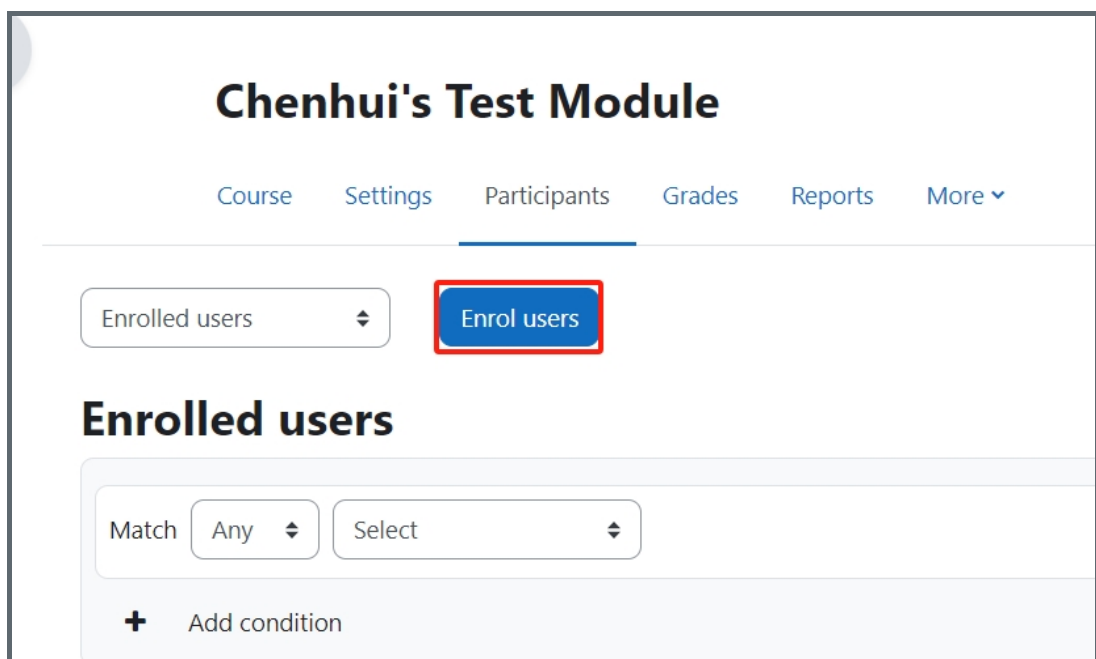
Step 1: Click 'Participants' tab on the top menu bar

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



Step 2: Click the 'Enrol user' button

Click the 'Enrol user' button on 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**

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>