

Bulk enroll students and enroll students into groups

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A video guide of the bulk enrolment

Overview:

This guide will show you how to bulk enroll students into groups.

What to know:

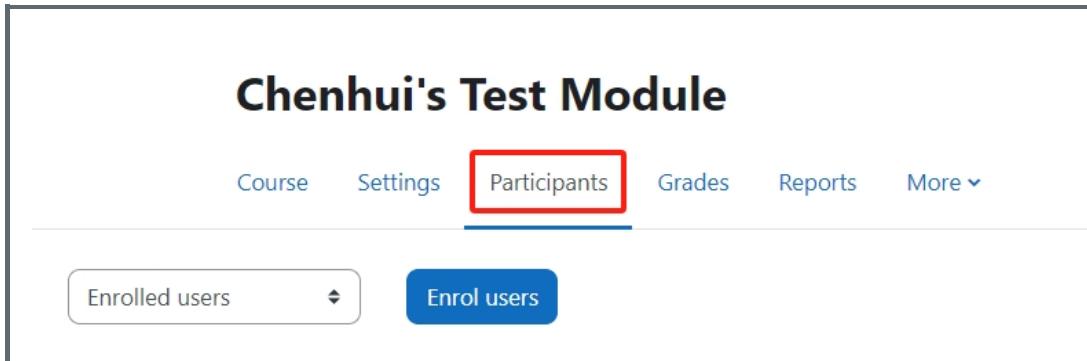
After students have been enrolled into the module, sometimes it is required to separate students into groups. Then the administrator can bulk enroll students into groups.

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

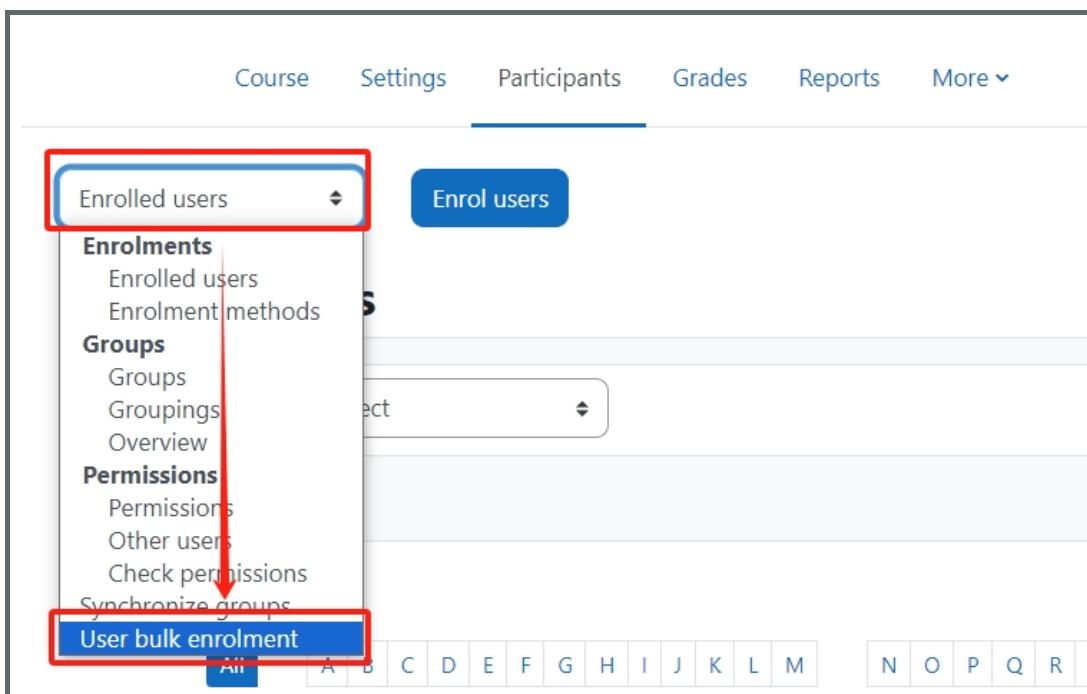
Click 'Participants' tab on the course menu bar.



The screenshot shows a course menu bar with the following tabs: Course, Settings, Participants, Grades, Reports, and More. The 'Participants' tab is highlighted with a red box. Below the menu bar, there is a dropdown menu labeled 'Enrolled users' and a blue button labeled 'Enrol users'.

Step 2: Choose 'User bulk enrollment' option

1. In the following page, click the 'Enrolled users' option.
2. Click the 'User bulk enrollment' option at the end of the drop down menu.



The screenshot shows the 'Enrolled users' dropdown menu open. The menu includes options for Enrolments, Groups, Permissions, and Synchronize groups. The 'User bulk enrolment' option is highlighted with a red box and a red arrow points to it from the previous step's description.

Step 3: Bulk students into the module

1. Please input the student email address into the 'List of e-mail addresses' box.

Hint: One email address per line.

2. Click the 'Enrol users' button.

User bulk enrolment

Here, you can bulk enrol users to your course. A user to be enrolled is identified by his e-mail address stored in his Moodle account.

List of e-mail addresses ⚠ ?

Alice@example.com
bob@example.com
tom@example.com
anna@example.com
debra@example.com

Enrol usersCancel

Step 4: Bulk enroll students into groups

1. If students are already in the module, you can bulk enroll students into groups by the format below in the screen shot.

In this way, groups are created at the same time with adding students into the groups.

2. Click the 'Enrol users' button.

User bulk enrolment

Here, you can bulk enrol users to your course. A user to be enrolled is identified by his e-mail address stored in his Moodle account.

List of e-mail addresses ⚠ ?

#Group 1
alice@example.com
bob@example.com
tom@example.com
#Group 2
anna@example.com
debra@example.com
#Group 3
carol@example.com
dave@example.com

Enrol usersCancel

Step 5: Confirm user enrollment information

1. In the following page, the user enrollment information will be displayed for a double check.

Hint: this method can only enroll users as students.

2. If the user information is correct, click the 'Enrol User' button to enroll the users.

User bulk enrolment

Users to be enrolled into the course

Email address	First name	Surname	User enrolment	Group membership
teacher@noemail.invalid	Example	Teacher	User will be enrolled	

Enrolment details

Enrolment method	Assigned role
Manual enrolments	Student

Enrol usersCancel

Step 6: Display the enrolled students

1. In the following page, the newly enrolled students or student group information can be found in the participant list of the module.

First name / Surname	ID number	Email address	Department	Roles	Groups
Example Teacher		teacher@noemail.invalid		Student <input checked="" type="checkbox"/>	No groups <input checked="" type="checkbox"/>
Yizi Yang	00100001231	Yizi.Yang@xjtu.edu.cn	Institute of Leadership and Educational Advanced Development	Teacher, Site Manager <input checked="" type="checkbox"/>	No groups <input checked="" type="checkbox"/>

Online URL: <https://knowledgebase.xjtu.edu.cn/article/bulk-enroll-students-and-enroll-students-into-groups-86.html>