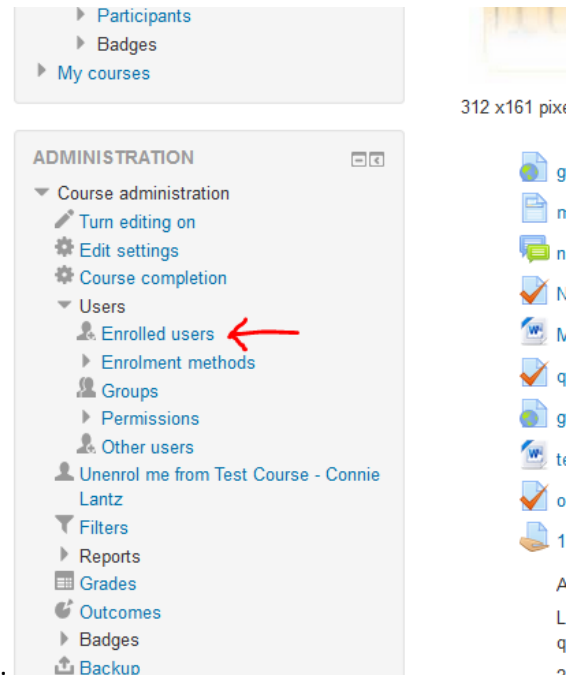
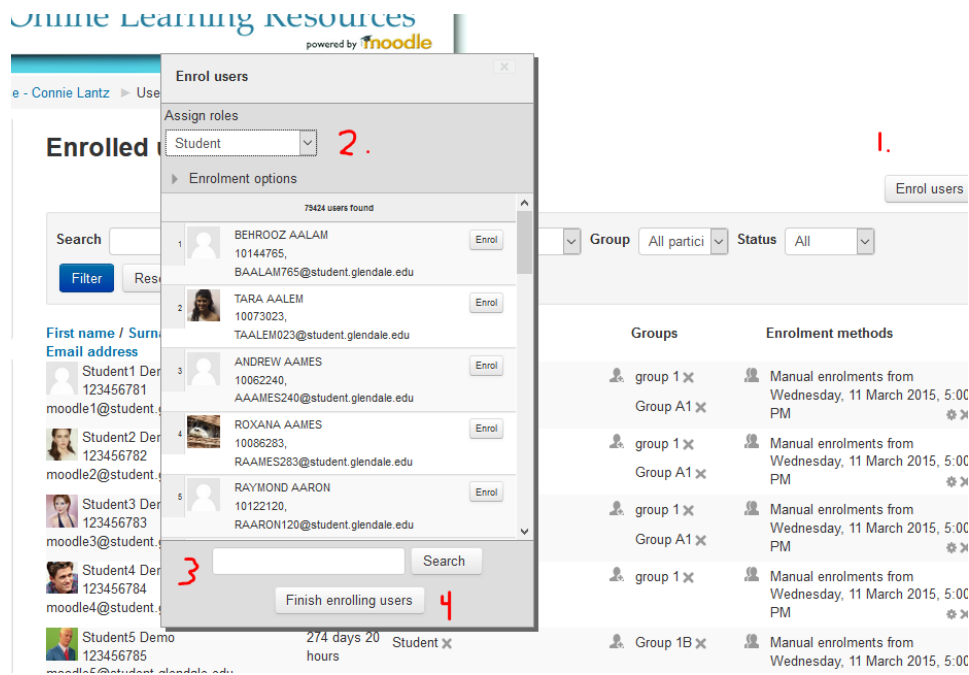


You can add people to your Moodle course by following the following steps:



In the Admin block drop down, click on “Enrolled users”.

1. Click on “Enrol users”.
2. Choose role for person you are adding.
3. Put the name or student ID number in this field to find the person
4. Click on “Finish enrolling users”



- When the name comes up, click on the "Enrol" button next to their name. If the name does not come up, give me a call so I can troubleshoot. NOTE: If the person is *already* in the course, you won't be able to bring the name up in the Enrol Users window.
- Click on "Finish enrolling users". They will be added to the course.

Online Learning Resources

powered by moodle

The screenshot shows the Moodle 'Enrol users' interface. At the top, it says 'Enrol users' with a close button. Below that, there's a section for 'Assign roles' with a dropdown menu set to 'Student'. Underneath is 'Enrolment options'. A search bar contains 'ehanson' and a 'Search' button. Below the search bar, a table lists users. The first row shows 'Eric Hanson' with email 'ehanson@glendale.edu' and an 'Enrol' button. A red handwritten number '5' is next to the 'Enrol' button. At the bottom of the window, there is a 'Finish enrolling users' button with a red handwritten number '6' next to it. The background shows a list of enrolled users with columns for 'First name / Surname', 'Email address', and 'Enrolment start date'. The list includes 'Student1 Demo', 'Student2 Demo', 'Student3 Demo', 'Student4 Demo', 'Student5 Demo', and 'Student6 Demo'.

First name / Surname	Email address	Enrolment start date	Role
Student1 Demo	123456781@moodle1@student.glendale.edu		
Student2 Demo	123456782@moodle2@student.glendale.edu		
Student3 Demo	123456783@moodle3@student.glendale.edu		
Student4 Demo	123456784@moodle4@student.glendale.edu		
Student5 Demo	123456785@moodle5@student.glendale.edu	274 days 20 hours	Student
Student6 Demo		258 days 21 hours	Student

If you want to search for a particular student in your course, you can use the “Filter” option as follows:

1. Type the name or student ID number in the “Search” field in the “Enrolled Users” window.
2. Click on “Filter”




The student will show if they are already enrolled in the course.

Enrolled users

Enrol users

Search Enrolment methods Role Group Status

Filter Reset

First name / Surname [^] / ID number / Email address	Last access to Roles course	Groups	Enrolment methods
 Moodlee McMoodle 1234567888 GCC.Staying.Relevant@gmail.com	86 days 21 hours Student ✕	 	Manual enrolments from Wednesday, 11 March 2015, 5:00 PM ⚙ ✕

Enrol users