
[All Faculty/Staff] Monday Moodle Tips: Enrolling and Unenrolling Users

1 message

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Enrolling and Unenrolling Users

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Do you need to enroll a guest lecturer, a note-taker, or a student who needs access before the system updates overnight? Do you have students who dropped your class that still appear in your participants list? Our newest tutorial video can help! Take a look: <http://youtu.be/70kkLVSxx48>

Just looking for a quick step-by-step instead? Here's how to enroll additional students, other instructors, and guests in your courses:

1. In your course page sidebar, click "Users", then "Enrolled Users"
2. On this page, click the "Enroll users" button
3. Choose a role from the drop-down menu (i.e. Student)
4. Search by name and click "Enroll" next to the user's name
5. Click "Finish enrolling users" and you're all done!

And here's how to remove dropped students from your courses:

1. Start on your course homepage
2. Click *Users* and then *Enrolled Users* (in the Settings block)
3. Find a student's name
4. In the far right column under *Enrollment Methods*, click the little X in the box next to *Manual enrollments from* and then confirm your decision to unenroll that student.

Happy Moodling 🍌

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Mon-Fri, 8-5