
Fwd: [All Faculty/Staff] Monday Moodle Tips: Enrolling Guests

1 message

Steve Taylor <taylors@wou.edu>

Mon, Oct 6, 2014 at 10:33 AM

To: Stephen Taylor <taylors@wou.edu>

----- Forwarded message -----

From: **Moodle Support** <moodle@wou.edu>

Date: Mon, Jun 30, 2014 at 2:54 PM

Subject: [All Faculty/Staff] Monday Moodle Tips: Enrolling Guests

To: allfacstaff@wou.edu

Cc: moodle@wou.edu

Enrolling Guests in Your Courses

Posted on **June 30, 2014**

Do you have an auditing student, guest lecturer, colleague, sign-language interpreter, or another guest that needs to access your Moodle course page? Here's how to quickly enroll those additional participants:



1. On your course page, click "Users", then "Enrolled Users" in the Administration block:
2. Next, click the "Enroll users" button in the upper right corner
3. Choose a role from the drop-down menu that appears (i.e. Student, Teaching Assistant)
4. Search by name and click "Enroll" next to the user's name
5. Click "Finish enrolling users" and you're all done!

Happy Moodling 🍌

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Moodle Support Team
moodle@wou.edu
503-838-9300
Mon-Fri, 8-5

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Steve Taylor, PhD, RG, Professor of Geology
Geomorphology-Environmental Geology-Geographic Information Systems
Earth and Physical Science Department
Western Oregon University
Monmouth, Oregon 97361, USA

email: taylors@wou.edu