

[All Faculty/Staff] Monday Moodle Tips UPDATE: Bulk Enrollment/Unenrollment

1 message

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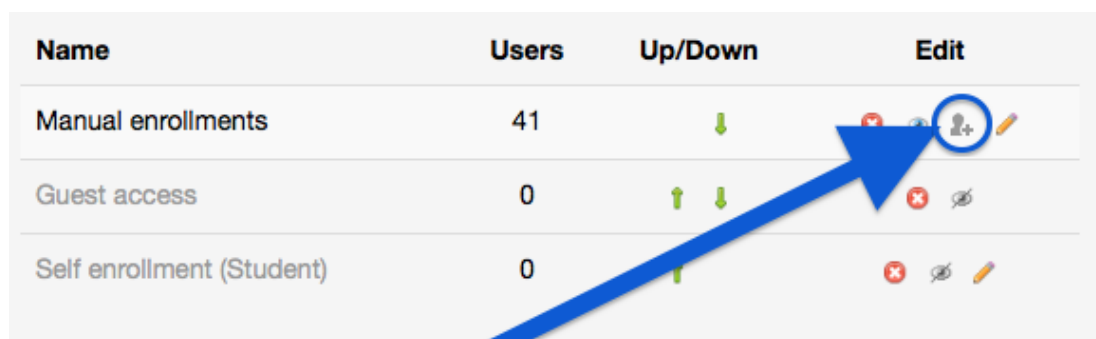
To: allfacstaff@wou.edu

BULK ENROLLMENT/UNENROLLMENT

We love time-savers so much that we couldn't wait to share this one! The Moodle Support Team is proud to showcase a new feature that will save you time when you need to manually enroll or unenroll multiple students at a time. While the *Reset* function can remove all of the student data in your course at once, sometimes you only need to remove some of your course participants. And adding a large number of students or guests manually to your courses can be time consuming. There's an easier way!

Introducing the Bulk Enrollment Page

1. Start on your course page
2. Click on *Users* and then *Enrollment methods* in the Administration block
3. Click the small gray enrollment icon next to *Manual enrollments*



Name	Users	Up/Down	Edit
Manual enrollments	41	↓	⊕ ⊖ ⓧ ✎
Guest access	0	↑ ↓	⊕ ⊖ ⓧ ✎
Self enrollment (Student)	0	↓	⊕ ⊖ ⓧ ✎

4. On the left side of this page, you can now select one or multiple users in your course and click *Remove* to unenroll them from your course OR you can search for users on the right and click the *Add* button to enroll them in your course.

Happy Moodling 😊

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