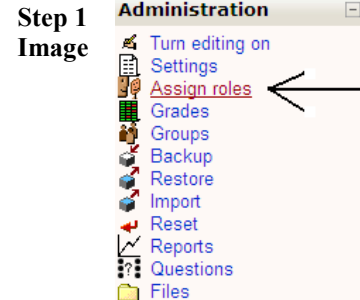


Enrolling Students in Moodle Courses

STEP 1. Click on the “Assign Roles” button in the Administration menu along the left side of your course.



STEP 2. This brings up the list of possible roles you can assign users in your course. Since you are enrolling students into your course, click on the “Student” role.

Step 2 Image

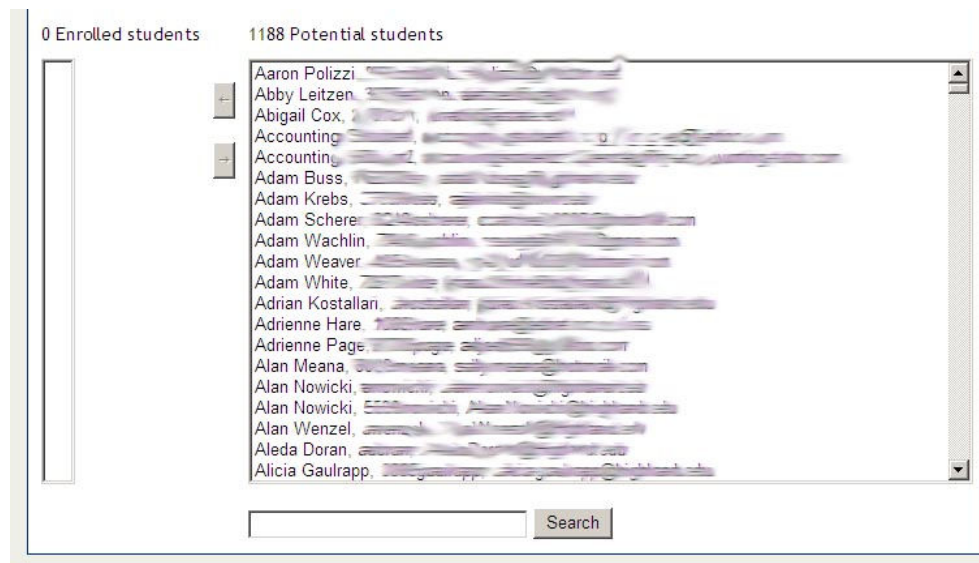
Assign roles in Course: New Course

Roles	Description	Users
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0
Student	Students generally have less privileges within a course.	0
Guest	Guests have minimal privileges and usually can not enter text anywhere.	0

An arrow points to the 'Student' role in the table.

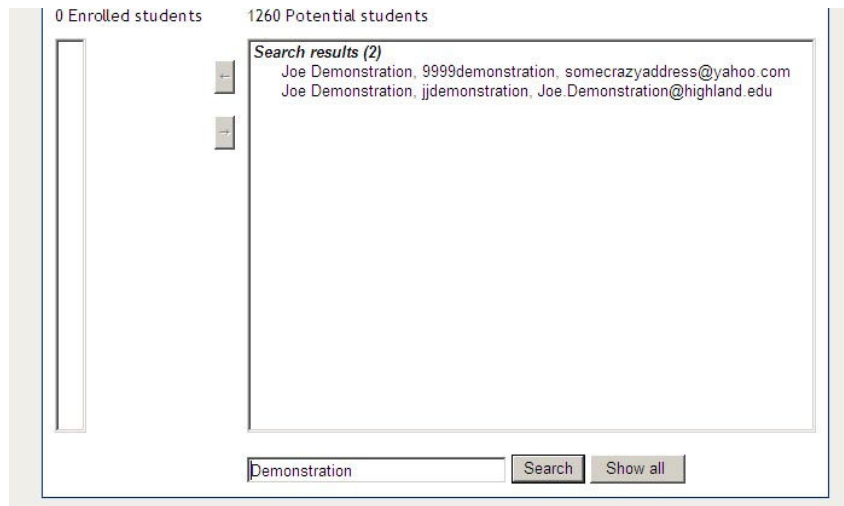
STEP 3. This brings up the “Students” page. This page shows two lists of students. On the left is a list of students enrolled in your course. It will start out empty. On the right is a list of all of the potential students. This shows all students at Highland for the semester. Below the lists is the search bar. Using a class list as reference, type the last name of your first student in the search box and click on the “Search” button.

Step 3 Image



STEP 4: Your search results will show only students with that last name. Find your student on the list. **If there are two entries for the student, choose the account with the username with the format of “first initial, middle initial, and last name”.** For example, you would enroll Joe Demonstration’s “jjdemo” account. Student accounts with the last four digits of SSN and last name are old accounts from before the new IDs and should not be used. Click on the correct student account to highlight the student, and then click on the left facing arrow to move the student on to the list of students for

**Step 4
Image**



STEP 5: The student is now enrolled in your course and appears on the list of enrolled students. You are now ready to search for the next student you need to enroll in your Moodle course. Similarly, students can be removed from your Moodle course by selecting them from the list of enrolled students and clicking on the right facing arrow.

Please note: This process simply gives or removes access to your course in Moodle. Students interested in adding or dropping a course **must** do so through admissions and records.

**Step 5
Image**

