Enrol participants

Set up (and limit) student self-enrolment

Participants can enrol on their own if you enable self-enrolment (you choose whether with or without a password, called “enrolment key” in Moodle).
Activate the enrolment method “**Self enrolment**”.

1. Select “**Participants**” in the navigation on the left. You will see the list of participants for this course room. (On the right side you should see two gears: The top one is for settings in the course room).
2. Click the **lower cog** to go to **Student Settings** and select the entry “**Enrolment Methods**”. You should now see two enrolment methods. The manual enrolment concerns yourself: You are already enrolled as a “trainer” (write-in right).

The closed eye of an enrolment method temporarily excludes the associated participants from the course.

Self-enrolment (basic)

In the line “Self-enrolment (student)” the eye symbol is crossed out.
Click on the eye symbol to activate self-enrolment.



Self-enrolment with enrolment key (extended)

The procedure for self-enrolment with enrolment key is described in the section enrolment_key.

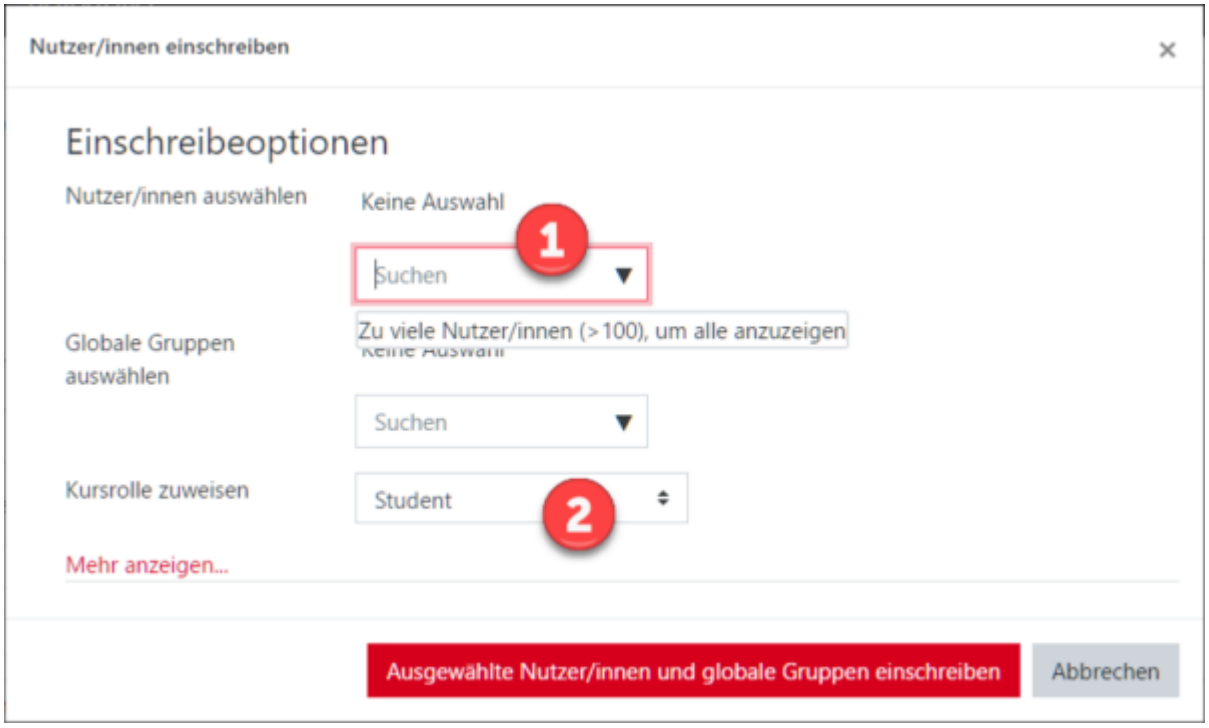
Enrol participants manually (manual enrolment)

In addition to self-enrolment, course owners can also manually enrol students in course rooms.
Examples:

- Enrol students (role “Student”)
- give writing rights to colleagues (role “Teacher”)
- enrol a student assistant who is supposed to provide material but is not allowed to evaluate it (role “student assistant”).

Enrol participants 1.

Select “**Participants**” in the navigation on the left. You will see the list of participants for this course room.
Click on the button “**Enrol Students**”. A dialogue box will open (see figure “Enrol users”).
Use the **search field** to search for first or last name or e-mail address and select an entry.
If necessary, change the role from “Student” (default) to, for example, “Teacher” (write permission) or “Student Assistant” (edit but do not evaluate). 4. **Confirm** with “Selected users … enrol” to exit the window. The new participants will then be displayed in the list.



Enrol participants via list

You can get a list of the students to be enrolled, e.g. for an e-examination, from the eCampus.
1. click on “**Participants**” in the navigation on the left in the course room.
2. click on the **second gear** and then on “**Enrolment by list**”.
3. insert the **email addresses of the students**, e.g. via the clipboard.
4. click on the button “**Enrol students**”.
You should now receive an overview of the students to be enrolled. 5. **Confirm** again with the button “**Enrol students**”.

With “enrolment by list” students can be in a group right away.

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Last update: **2022/03/30 12:54**