Enrol manually

Enrol participants manually

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.

Unenrol students (or change roll or group)

In the participant list you can edit several participants at the same time. You can remove several participants from the course in one step. In the participant list you can also change the editing rights (roles) as well as the group membership of participants.

1. Select "Participants" in the navigation to display the list of participants. Select all the participants concerned in the "Selection" column. 2. select the desired action, e.g. remove participants from the course room again: "Delete selected self-enrolment". If necessary, add or remove a role by clicking on the pencil symbol in the column "Role". Select or delete role(s) and save.

If required: Edit group membership by clicking on the pencil symbol in the column "Groups". Select or delete group(s) and save.

Anzahl der Teilnehmer/innen: 4

Tabellenei

| Vorname | Alle | A Ä B C D E F G H I J K L M N O Ö P Q R S T U Ü V W X Y Z |

| Nachname | Alle | A Ä B C D E F G H I J K L M N O Ö P Q R S T U Ü V W X Y Z |

Auswahl	Vorname ▲ / Nachname	E-Mail-Adresse	Rollen	Gruppen
☐	[blurred]	@jade-hs.de	Teacher ✏ ③	Keine Gruppen ✏ ④
☑ ①	Conny Cramer	co.cramer@[blurred]	Student, VideoRepository ✏	Studiengang A ✏
☑	Manu Obst	moodle_manu@gmx.de	Student ✏	Gruppe A2, Studiengang A ✏
☐	Michael Obst	moodle_michael@gmx.de	Student ✏	Keine Gruppen ✏

Alle auswählen   Nichts auswählen   ⊘   Für ausgewählte Nutzer/innen ... | Auswählen... ② ⬍ |

Auswählen...
Mitteilung senden
Manuelle Einschreibung
    Ausgewählte manuelle Einschreibungen bearbeiten
    Ausgewählte manuelle Einschreibungen löschen
Selbsteinschreibung
   Ausgewählte Selbsteinschreibungen bearbeiten
    Ausgewählte Selbsteinschreibungen löschen

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.
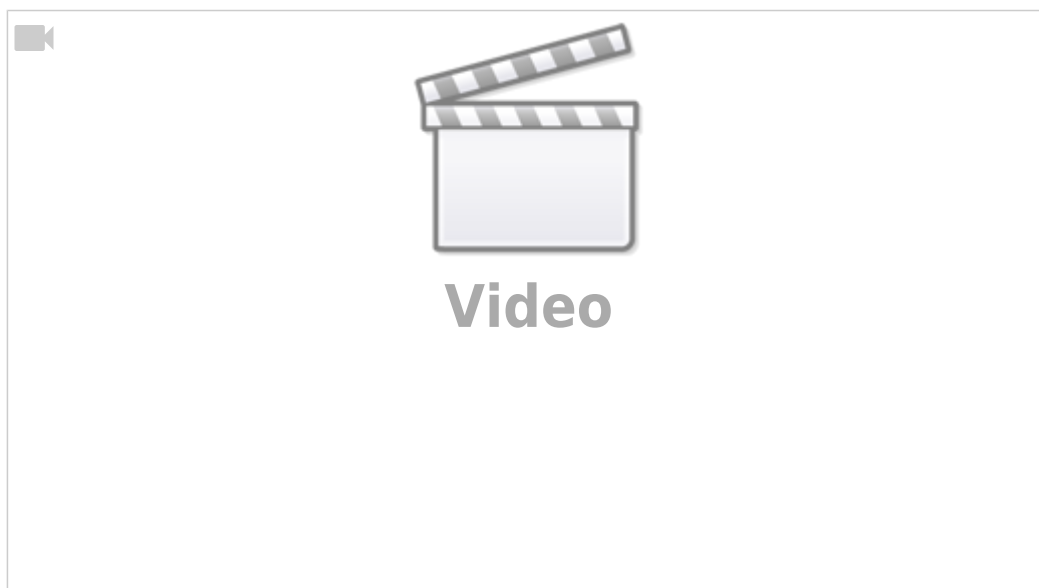
- More Teilnehmer/innen (moodle.org)
- See also Einschreibung FAQ (Moodle.org)

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