Enrol manually

Enrol participants manually

1. Select "Participants" in the navigation on the left. You will see the list of participants for this course room.

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- 2. Click on the button "Enrol Students". A dialogue box will open (see figure "Enrol users").
- 3. 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.

itzer/innen einschreiben		>
Einschreibeoptio	nen	
Nutzer/innen auswählen	Keine Auswahl	
Globale Gruppen auswählen	Zu viele Nutzer/innen (>100), um alle anzuzeigen	
	Suchen 🔻	
Kursrolle zuweisen	Student 2 +	
Mehr anzeigen		

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/in	inen: 4				
Vorname	Alle A Ä	B C D E F	G H I J K L M N	O O P Q R S T U	0 V W X Y Z	Tabellenei
Nachname	Alle A Ä	B C D E F	G H I J K L M N	I O Ō P Q R S T	U Ü V W X Y Z	1
Auswahl _	Vorname *	/ Nachname	E-Mail-Adresse —	Rollen	Grup	ppen +
	0-		@jade-l	hs.de Teacher 🎤 🤮	Kein	e Gruppen 🖌 🕙
۲ ۵	Conn	y Cramer	co.cramer@(Student, VideoRe	epository 🖋 🛛 Stud	iengang A 🖋
	🛫 Manu	Obst	moodle_manu@gmx.de	Student 🖋	Grup	ope A2, Studiengang A 🖋
	🔮 Micha	ael Obst	moodle_michael@gmx.de	Student 🖋	Kein	e Gruppen 🖋
		Alle auswählen	Nichts auswählen 💿 Für	ausgewählte Nutzer/innen	Auswählen	9 *
					Auswählen	6
					Mittelung senden	
					Manuelle Einschreibung	
					Ausgewante manuele E	inschreibungen bearbeiten
					Selbsteinschreibung	active angle in our control
					Ausgewählte Selbsteinsc	hreibungen bearbeiten
					Ausgewählte Sebsteinsc	hreibungen itischen

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 cogwheel 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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