

# 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.
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.

Nutzer/innen einschreiben

Einschreibeoptionen

Nutzer/innen auswählen Keine Auswahl

Suchen

Globale Gruppen auswählen

Zu viele Nutzer/innen (> 100), um alle anzuzeigen

Suchen

Kursrolle zuweisen Student

Mehr anzeigen...

Ausgewählte Nutzer/innen und globale Gruppen einschreiben Abbrechen

## 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 A B C D E F G H I J K L M N O O P Q R S T U U V W X Y Z

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

Auswahl	Vorname / Nachname	E-Mail-Adresse	Rollen	Gruppen
<input type="checkbox"/>	[Name]	[Email]@jade-hs.de	Teacher <b>3</b>	Keine Gruppen <b>4</b>
<input checked="" type="checkbox"/> <b>1</b>	Conny Cramer	co.cramer@[Email]	Student, VideoRepository	Studiengang A
<input checked="" type="checkbox"/>	Manu Obst	moodle_manu@gmx.de	Student	Gruppe A2, Studiengang A
<input type="checkbox"/>	Michael Obst	moodle_michael@gmx.de	Student	Keine Gruppen

Alle auswählen Nichts auswählen Für ausgewählte Nutzer/innen ...

Auswählen... **2**

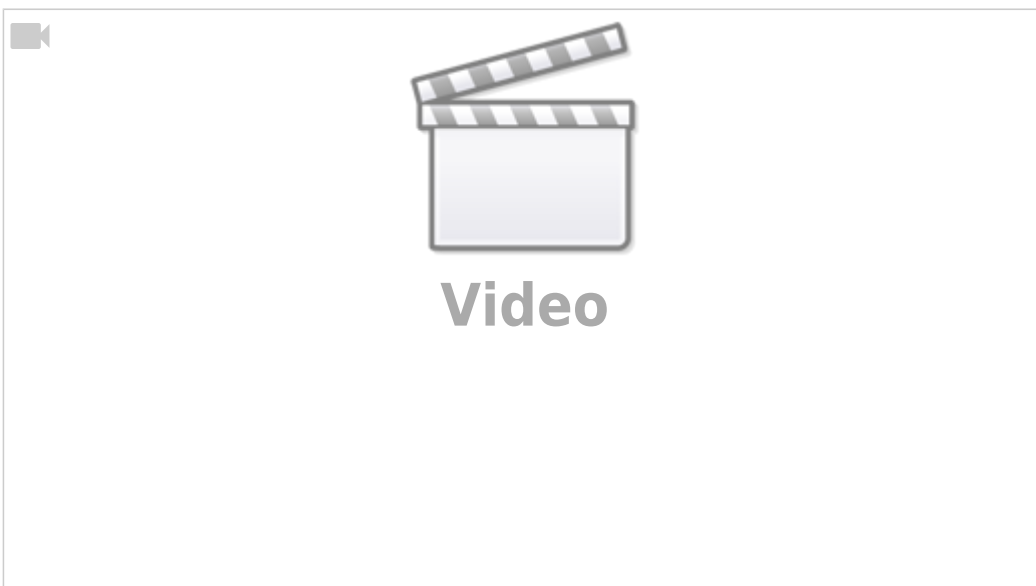
- Auswählen...
- Mitteilung senden
- Manuelle Einschreibung**
- Ausgewählte manuelle Einschreibungen bearbeiten
- Ausgewählte manuelle Einschreibungen löschen
- Selbsteinschreibung**
- Ausgewählte Selbsteinschreibungen bearbeiten
- Ausgewählte Selbsteinschreibungen löschen

## 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 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 about [Participants](#) on Moodle.org
- See also [Enrolment FAQ](#) on Moodle.org

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