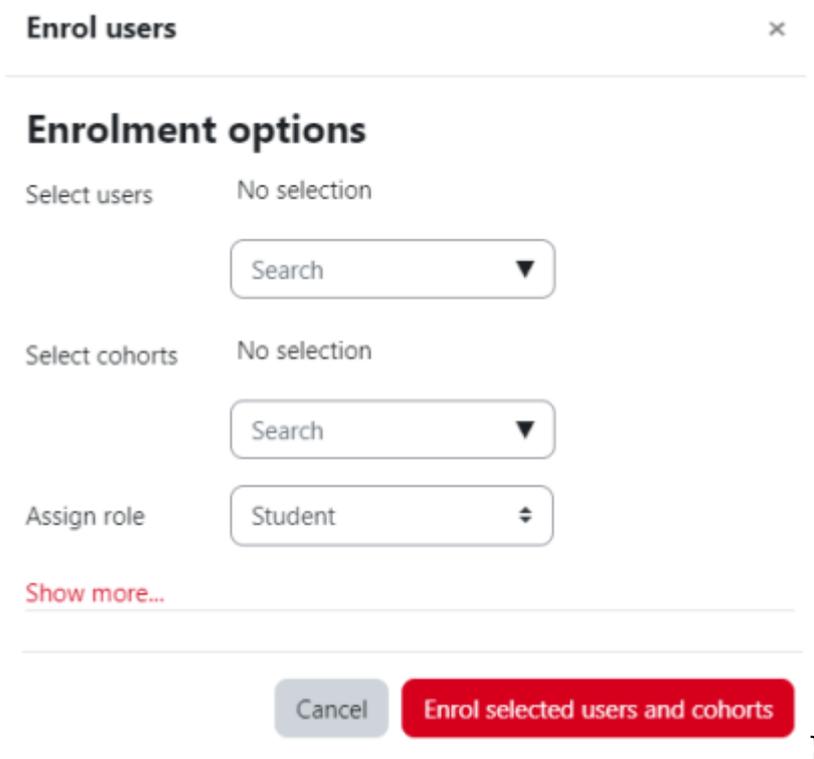# Enrol manually

## Enrol participants manually



**Figure:** „**Participants**" tab in the course menu.

1. Select the „**Participants**" tab in the course menu at the top. You will see the list of students for this course room.
2. Click on the „**Enrol users**" button. A dialog box will open.
3. Use the search field to search for the first name, surname or e-mail address and select the entry. If necessary, change the role from „**Student**" (default) to e.g. „**Teacher**" (write permission) or „**Studentische Hilfskraft**" (edit but not evaluate).
4. Confirm with „**Enrol selected users and cohorts**" to exit the window.

The new participants are then displayed in the list.


}

> There is **no automatic information** to students or participants about their manual enrolment.

If required: Add or remove a role by clicking on the pencil icon in the „**Role**" column. Select or delete role(s) and save.

# Remove students from course (or change role and group)

Several participants can be edited simultaneously in the participant list. You can remove several participants from the course in one step, for example. For the semester change, we recommend „resetting" the course so that work results and student contributions are permanently removed. The editing rights (roles) and group membership of participants can also be changed in the participant list.

1. Select „Participants" in the course navigation to display the list of participants. Select all participants concerned in the „Selection" column.
2. Select the desired processing, e.g. remove participants from the course room again: „Delete selected self-enrolment".

If required: Add or remove a role by clicking on the pencil icon in the „Role" column. Select or delete role(s) and save.

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



# 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.
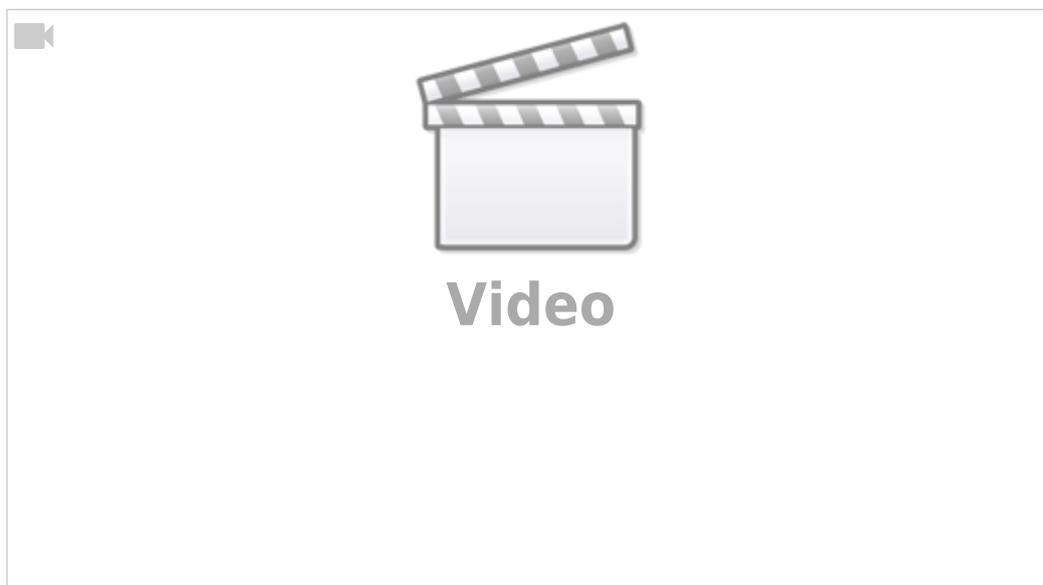


- More about Participants on Moodle.org
- See also Enrolment FAQ on Moodle.org