

Student Management – Moodle 2

LATTC Processes:

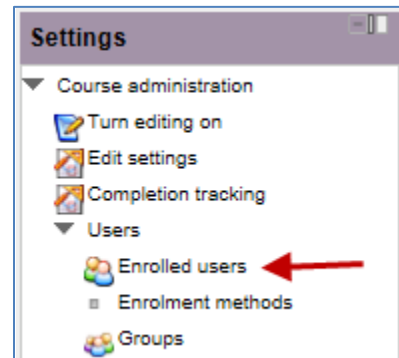
- Students register for all courses through the Student Information System.
- Students are placed into the Moodle eClassrooms through a district process. Faculty should not give the course enrollment key to students or manually move students into or out of eClassrooms before the students appear on the course roster.
- Faculty use the manual enrollment technique only in situations where a student needs to begin course work while waiting for a hold to clear, or when doing a make-up from a previous term, or some similar event that is out of the ordinary process.
- The district process moves students into the Moodle eClassroom when they become active and moves them out when they become inactive, either due to a drop or exclusion.





Enrolled users:

- Can be assigned to groups
- Have grades
- Can submit assignments
- Are visible in the list of participants
- Can subscribe to forums
- Can participate in choices

Only enrolled users are true participants in course.

The enrolled users page *Settings > Course administration > Users > Enrolled users* lists all users enrolled in the course, together with their last access time, roles, groups and enrolment methods.



First name / Surname / Email address	Last access	Roles	Groups	Enrolment methods
 Linda Delzeit delzeit@student.latto.edu	1 hour 11 mins	Teacher Student ✘		Manual enrolments from Monday, 27 February 2012, 12:00 AM ✘
 Demo Instructor ldelzeit@gmail.com	now	Teacher Student ✘		Manual enrolments from Monday, 27 February 2012, 12:00 AM ✘

[Enrol users](#)

Enrolling Users

1. Go to *Settings > Course administration > Users > Enrolled users* (See image above)
2. Click the 'Enrol users' button at the top right or bottom left of the page
3. Use the 'Assign roles' dropdown if you wish to change the role
4. Browse or search for the user – type in the name and click the enter key
5. Click the Enrol button opposite the user you want to enroll
6. When you have finished, click the 'Finish enrolling users' button

The user will then appear in the list of enrolled users. You can add additional roles by clicking on the + icon and selecting additional roles from the menu options. To remove a role assignment, click the delete icon (a cross) next to the role name.

Groups

To add a user to a group (requires at least one group to have been created previously), click the 'Add to group' icon (a plus sign) in the groups column, select the desired group then click the 'Save changes' button.