

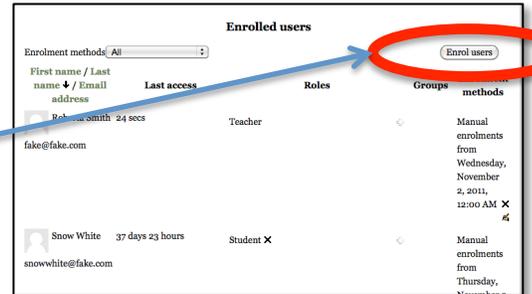
Enrolling Users and Setting Up Groups

Manually Enrolling Users in a Course

1. In the **Settings** block on the main course page, click on the triangle next to **Users** to display the different options available to you.

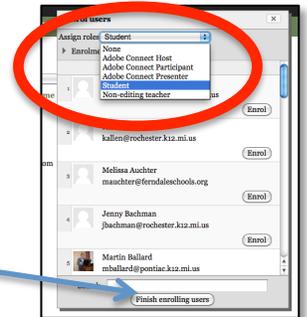


2. Click on **Enrolled users** to see all participants in a course.



3. Click on **Enroll users** to manually add more participants.

4. A pop-up box will open. Use the dropdown menu to select the **Role** you want to assign – usually the **Student** role.



5. Scroll or **Search** for the user you want to enroll.

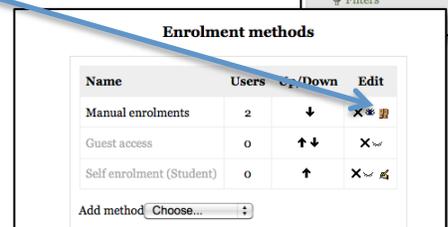
6. Click **Finish enrolling users** when you are done.

To more easily add multiple users at one time, follow the steps below:

7. Click on **Enrollment methods** under **Users** in the **Settings** block.



8. Click on the **two-face icon** in the **Manual enrolments** row under the **Edit** column.

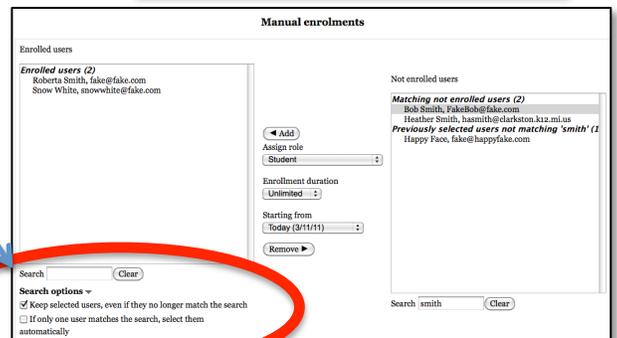


9. You will now be in an add user area that looks a lot like earlier versions of Moodle.

10. **Search** for the users you want to add.

11. You can set the **Search options** so they keep users you have already found but not yet added.

12. Select the users you want to add by clicking on their names (hold control and click to select non-consecutive names) and then click the **Add** button.



Setting Up & Using Self-enrollment

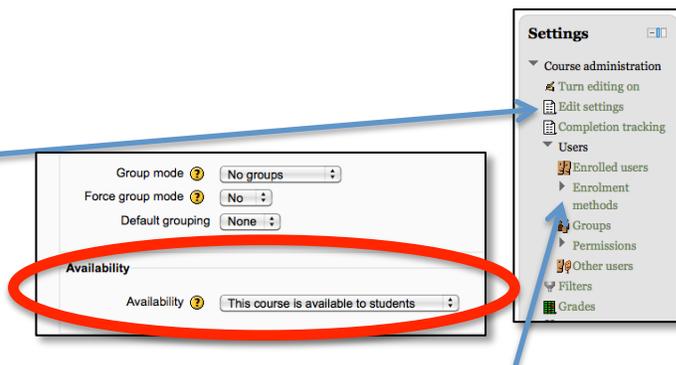
1. Click on **Edit settings** in the **Settings** block.

2. Check to make sure **Availability** is set to **This course is available to students**.

3. Click **Save changes** at the bottom of the page.

4. In the **Settings** block, click on **Users** to reveal the options and then click on **Enrollment methods**.

5. Under the **Add method** dropdown menu choose **Self enrollment**. (Or, open the eye next to Self enrollment and then click the Edit icon.)



Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	2	↓	✕ ⚙
Guest access	0	↑↓	✕ ⚙
Self enrolment (Student)	0	↑	✕ ⚙

Add method: Choose...

You can now set up the parameters for **Self enrollment**.

6. **Custom instance name** allows you to name this particular setup something other than **Self enrollment**.

7. Set **Allow self enrollment** to **Yes**.

8. Enter the **Enrollment key** you want to use. Put a check next to **Unmask** to see your key.

9. If you wish your users to enroll themselves directly into a group in the course, change **Use group enrollment** to **Yes**. *Note: Group enrollment keys are set up when you create the groups. Students would use the Group enrollment key and not the Course enrollment key in this method.*

Self enrolment

Custom instance name:

Allow self enrolments: Yes

Enrolment key: welcome Unmask

Use group enrolment keys: No

10. **Assign role** allows you to choose what role people will be assigned when they use the **Enrollment key**.

a. This will usually be the **Student** role.

11. If you enable **Enrollment duration** it sets the length of time that the enrolment is valid, starting with the moment the users enroll themselves. If disabled, the enrollment duration will be unlimited.

12. Setting a **Start** and **End date** sets the period of time in which the **Enrollment key** will work.

13. If users haven't accessed a course for a long time, then they can be automatically unenrolled.

a. The **Unenroll inactive after** dropdown allows you to specify that time limit.
 b. **Never** means participants will not be automatically unenrolled.

Assign role: Student

Enrolment duration: 0 days Enable

Start date: 3 November 2011 Enable

End date: 3 November 2011 Enable

Unenroll inactive after: Never

14. **Max enrolled users** specifies the maximum number of users that can self enroll.
 - a. 0 (zero) means no limit.
15. Check **Send course welcome** to automatically send a welcome message to new participants.
 - a. Personalize the message in the **Course welcome message** text box.

Max enrolled users

Send course welcome message

Custom welcome message

Welcome to "Creating a Wiki with Wikispaces." In this course you will learn how to set up and use a Wikispaces wiki with your students. By the time the course ends you will have a wiki that is live and being used by you and your students. I hope you will enjoy the course.

Laura Cummings

Save changes Cancel

16. Click **Save changes**.

Setting Up Groups & Groupings

Click on **Groups** under **Users** in the **Settings Block**.

There are three tabs to use when setting up and working with **Groups**.

1. In the **Groups tab** you can set up your Groups and assign students to the Groups.
2. To manually set up Groups, click on **Create group**.

Settings

- Course administration
 - Turn editing on
 - Edit settings
 - Completion tracking
- Users
 - Enrolled users
 - Enrolment methods
 - Groups**
 - Permissions
 - Other users
- Filters
- Grades

Smith Moodle Two Groups

Groups: Members of:

Edit group settings Delete selected group **Create group** Auto-create groups Import groups Add/remove users

3. In the **Group name** field, enter the name you want to use for the group.
4. The **Group description** box is optional.
5. This is where you can enter a Group Enrollment key.
 - a. This is the key that will be given to students in the group to use in the Self enrollment process if you want them to automatically be placed into their groups. *Note: You would not manually add students to the group if you are going to use this method.*
6. Click **Save changes**.

Group name* Group 1

Group description

Enrolment key one Unmask

Hide picture No

New picture Choose a file...

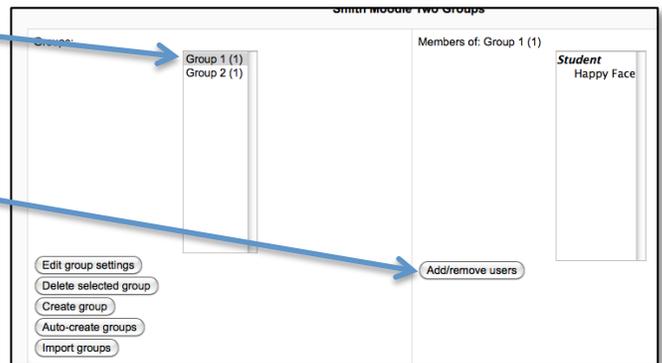
No files attached

Save changes Cancel

7. Click **Create group** again to make additional groups.
 - a. You can have as many groups as you would like.

8. To manually add members to a group, click on the name of the group that you want to use.

9. Then click **Add/remove users**.

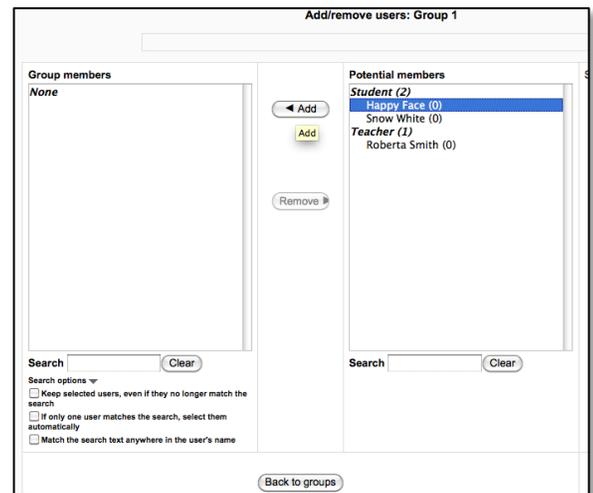


10. A list of **Potential members** will appear in the right column.
 - a. The list is made up of everyone who is currently enrolled in the course.

11. Click on the name of the person you want to add to the group and then click **Add**.
 - a. You can add multiple people at one time by using *Shift/click* or *CTRL/click*.

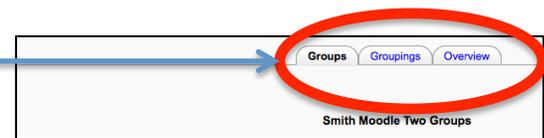
12. Click **Back to groups** when you have finished adding members to the group.

13. Click on the next group name to add members to that group.



*Note: To remove members from a group, select a name in the **Existing members** column and then click on **Remove**.*

In the **Groupings** tab you can organize your **Groups** into **Groupings**. *Activities and resources may then be assigned to particular Groupings. Groupings that are not assigned to the activities and resources will not even see the links in their versions of the course.*



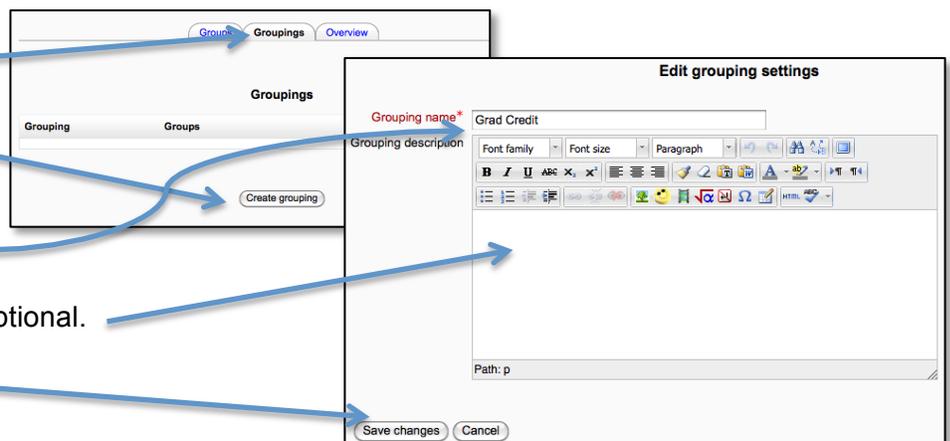
1. Click on the **Groupings** tab.

2. Click on **Create grouping**.

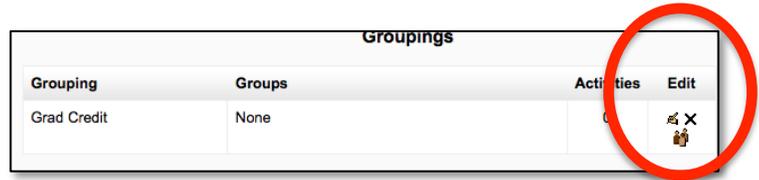
3. Enter a **Grouping name**.

4. **Grouping description** is optional.

5. Click **Save changes**.



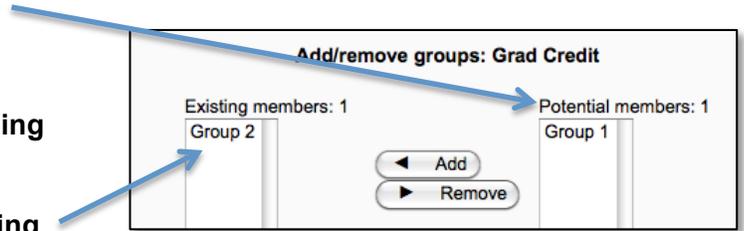
6. To add a **Group** to your **Grouping**, click on the icon of the people under the **Edit** column.



7. You will see a list of all of your groups not yet in this **Grouping** in the **Potential members** column.

8. Select the **Group** you want in the **Grouping** and then click **Add**.

9. That **Group** will now appear in the **Existing members** column.

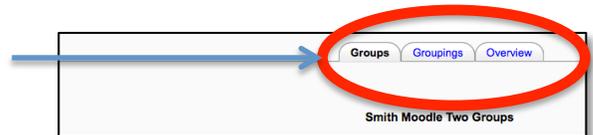


10. Click **Back to groupings**.

11. You will see a summary of your **Groupings**.



In the **Overview** tab, you will see a summary of all of your **Groups** and/or **Groupings**.



1. Click the **Overview** tab to view this summary.

