How to change the role of someone enrolled on your module

Moodle Help & Support

This refers to Moodle 3.4 from September 2018 onward

How to: change the role of someone enrolled on your module

You may wish to change the role of a member of staff or student already enrolled on your module to give them the ability to do more or restrict their access.

Examples:

Change the role of a co-convenor from Teacher (marking only) to Editing Teacher (marking and participation).

Change an Observer to Teacher so that they can mark.

To change a role

1. In your module space drop down the Hamburger menu and click Participants

2. A list of those enrolled in your module appears. This is searchable in various ways.

3. Type a surname into the Search box on the left to find the person.

   ![Search box with surname Whitehead]

   If you do not find them, follow the instructions to Enrol a user

4. Look under the Roles column against the person’s name

   ![Roles column with Teacher]

5. Click the pencil icon

6. Click in the box or start typing a role, such as Editing Teacher
7. Click on the new role to add it to the list in purple.

8. Click the x against the role you wish to remove.
   NOTE: it is best if participants have only one role. Observer is the only one often combined with others.
   If there is not an x to enable you to remove them, it will be because they are enrolled at category level.

9. Click Save changes

   The role is changed.