How to enrol a fellow staff member manually on your module

This refers to Moodle 3.6 from July 2019 onwards

Moodle Help & Support

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How to enrol a fellow staff member manually on your module (or indeed a student in certain circumstances)

If you are an Editing Teacher you can enrol others in your module up to Editing Teacher. If you have School Support role you can enrol anyone in your School or category.

NOTE: We do NOT recommend that you enrol students manually. Students will be enrolled on modules according to their registration in SATURN (or Campus Solutions). This link is dynamic so if students drop a module they will automatically be removed. If you add students or staff to your course manually then this dynamic link to the student record system is broken. This link will become vital when marks are passed between Moodle and Campus.

To enrol someone in your course

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 check the person is not already enrolled

4. If not, click Enrol users

5. Check Assign role is set to the appropriate role. The default is Student. Select Editing teacher or Editor for someone who just needs to add and edit content but not see students' marks, or Teacher for a Teaching Assistant / marker who doesn't need to edit or add material (See below for more details on roles).
6. Type the user’s name into the box - as much of the name as you know.
Use % as a wildcard to catch all middle names or find variations (e.g., Jo%Smith will get Jo Smith, John Leo Smith, Joan Smithson, etc.). Names will appear dynamically as you type. See more below on how to search for users.

**NOTE**: searching usernames will work for students, but NOT necessarily for staff (use their name or part of their name).

7. Click **Search**.

8. When the users come up, check for the correct one and select it

9. Search for next person and enrol in the same way.

10. When you are finished click **Enrol selected users and cohorts**

The default is to enrol in Assigned role of Student.

**Querying users**

The Participants list can be used to query your course enrolments in various ways. You can filter by length of time inactive, type of user, or initial(s). You can then interrogate a particular user’s activity more closely.

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

Search by role
Enrolling users

As an Editing Teacher (or School Support) you can enrol someone on a module as a:

- student
- observer – like a student but cannot take part – useful for colleagues who want to look in on one another’s modules or for student to peek in when they are choosing modules
- teacher – can see material hidden from students and mark their work but not add or edit
- editor – can add and amend and edit but not see student contributions or mark them
- editing teacher – staff are normally at this level – can add and edit material, view grades and student contributions and mark

To unenrol a staff member

You may wish to remove a fellow staff member from your module, for example, if you are taking over a module and need to unenrol the previous convenor.

Under normal circumstances you should not remove students from modules as this happens automatically when the module is removed from their SATURN record. You are able to remove students from other modules, but please bear in mind that the student’s contributions to activities, assignments and grades may be lost.
• In your module space drop down the Hamburger menu and click **Participants**

![Hamburger menu and Participants](image)

• A list of those enrolled in your module appears.
• Search or browse to the person you wish to unenrol
• Click the pencil next to their role.

![Editing Teacher](image)

• Delete a role as appropriate

![Editing Teacher](image)

• Choose a new role from the drop down
• When correct, click the Save icon

![Roles](image)

• To unenrol a user from the module altogether, click the **dustbin** icon at the far right.

**Investigating enrolments**

• In the far right column click the i symbol to find out more about the user's enrolment, e.g., details of when the user became enrolled, e.g. "Manual enrolments from Friday, 1 August 2014, 12:00 AM".

<table>
<thead>
<tr>
<th>Last access to course</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>305 days 1 hour</td>
<td>Active</td>
</tr>
</tbody>
</table>

Manual enrol
Which shows you, e.g.,

<table>
<thead>
<tr>
<th>Full name</th>
<th>Ruth Allen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module</td>
<td>Your University Journey Year 2 (NOOC) (UK) (17-18)</td>
</tr>
<tr>
<td>Enrolment method</td>
<td>Manual enrolments</td>
</tr>
<tr>
<td>Status</td>
<td>Authed</td>
</tr>
<tr>
<td>Enrolment starts</td>
<td>Thursday, 13 July 2017, 12:00 AM</td>
</tr>
</tbody>
</table>

### Searching for users to enrol

**Note that if you type a full name Moodle will look for a full name to match exactly**, so searching for, e.g., “Helen Whitehead” will not match “Helen Victoria Whitehead”.

Most student records are created directly from SATURN and will have their middle names as well, so you may have difficulty finding them. The best option is to search for the lastname and select them from the list that comes up – or search for a username or studentID.

**Do not use the “username” to search for staff or postgraduates. Moodle searches the email address (which includes the username for undergraduates) but will not find a username if the email is in the format firstname.lastname@nottingham.ac.uk.**

Tips on finding users in the *Enrol users* window:

- Search for a firstname or surname, not necessarily a full name, as, for example “Bill Sheppard” will not retrieve William Hartley Sheppard.
- You can also search for Bill%Sheppard (where % is a wildcard)
- Beware of spaces in the name, e.g., “ Bill” (look carefully!)
- If you can’t find a person, then consider – are they already enrolled on the module? (In which case they won’t come up in a search of the rest of the users?)
- It is possible with staff members, especially new staff members or Associates, that their Moodle account hasn’t been created yet?

**If they do not have an account in Moodle already** please send learning-technologies@nottingham.ac.uk the following details for us to create their account

username, lastname, firstname, staffID (if known), shortname of any course you’d like them to have access to and what level (e.g., editing teacher, student, teacher, observer)

### Related Tutorials

- Moodle roles
- How to enrol a fellow staff member manually on your module
- How to change the role of someone enrolled on your module