

Course Enrollment Manual

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1. Course enrollment

Note: This page is about adding (enrolling) students to courses. If the students do not already have accounts on the HELP, then you create User

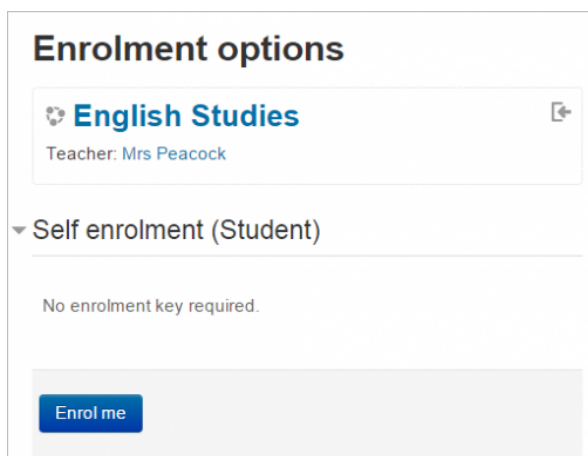
1.1. Add students

The process of adding students to courses is called **Enrolment**. This is different from adding users to the site, which is known as **Authentication**. There are various methods of enrolling students into courses, once they have logged in to HELP.

A teacher can view, activate, add and remove the enrolment methods within their course from the Enrolment methods link accessed either from the gear menu in the navigation drawer Participants link, or from the More link in the course gear menu (or in *Course administration* > *Users* in the Administration block if you are using a theme other than Boost). Watch the screencast **Enrolling learners** for more information. It may also be the case that the students are automatically enrolled into the course by an administrative process, and the teacher does not need to do anything.

1.1.1. Students enroll themselves

If **Self enrolment** is enabled then students can sign up to courses themselves. The teacher can restrict enrolment to those who have been given an **Enrolment key** and, if needed, a staff member may be given the Key holder role to manage enrolment keys.



Enrolment options

English Studies
Teacher: Mrs Peacock

▼ Self enrolment (Student)

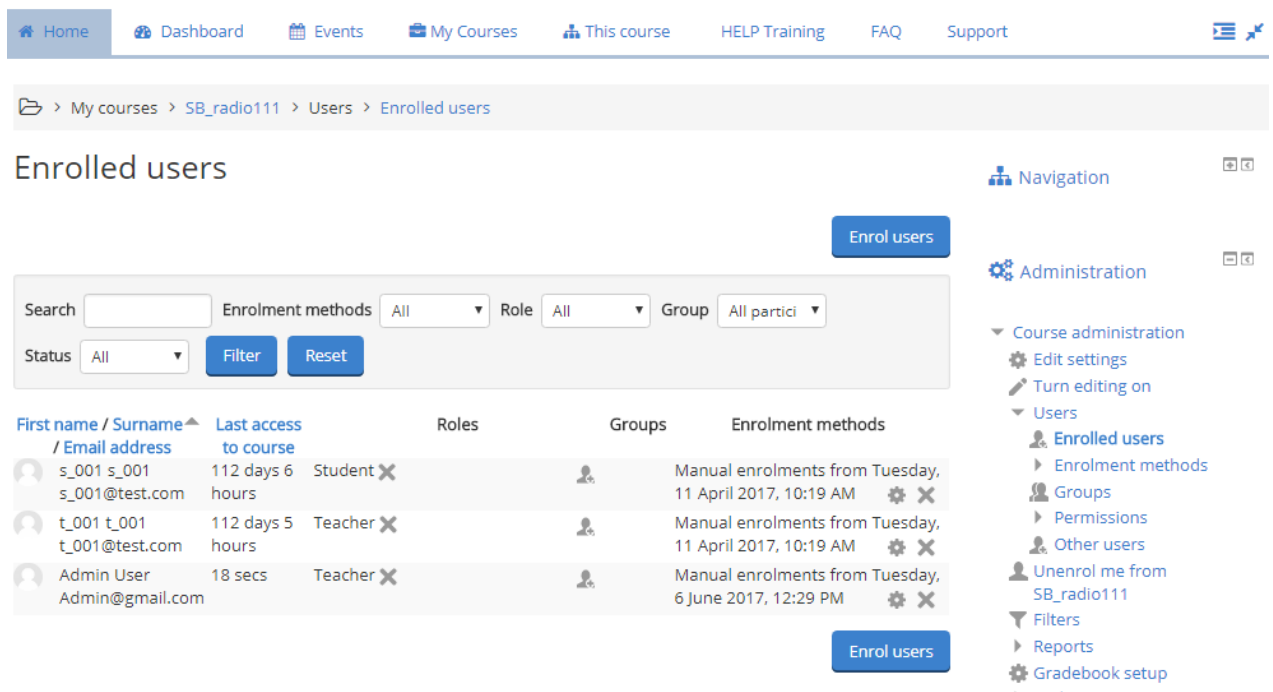
No enrolment key required.

Enrol me

Student self-enrolls into a course.

1.1.2. Teachers manually enroll students

- Log into the HELP Dashboard
- Open the course and Under **Course administrator** ->**users** > **Enrollment users**



Home Dashboard Events My Courses This course HELP Training FAQ Support

My courses > SB_radio111 > Users > Enrolled users

Enrolled users

Enrol users

Search Enrolment methods All Role All Group All partici

Status All Filter Reset

| First name / Surname / Email address | Last access to course | Roles | Groups | Enrolment methods |
|--------------------------------------|-----------------------|-----------|--------|---|
| s_001 s_001 s_001@test.com | 112 days 6 hours | Student ✕ | | Manual enrolments from Tuesday, 11 April 2017, 10:19 AM ✕ |
| t_001 t_001 t_001@test.com | 112 days 5 hours | Teacher ✕ | | Manual enrolments from Tuesday, 11 April 2017, 10:19 AM ✕ |
| Admin User Admin@gmail.com | 18 secs | Teacher ✕ | | Manual enrolments from Tuesday, 6 June 2017, 12:29 PM ✕ |

Enrol users

Navigation Administration Course administration Edit settings Turn editing on Users Enrolled users Enrolment methods Groups Permissions Other users Unenrol me from SB_radio111 Filters Reports Gradebook setup

- Click on the cross under **Enroll users**, Select **Assign Role** for student
- Search User by username and click on **Enroll** and click on **finished enrolling users**

Enrol users ✕

Assign roles Student ▼

▶ Enrolment options

Search

1 user found

Bilal Ahmed

test1@test.com

Enrol

2. Unenrolled Student in Specification course?

- Log into the HELP Dashboard
- Open the course and Under **Course administrator > users > Enrollment users**

Home
Dashboard
Events
My Courses
This course
HELP Training
FAQ
Support

📁 > My courses > SB_radio111 > Users > Enrolled users

Enrolled users

Enrol users

Search Enrolment methods All ▼ Role All ▼ Group All partici ▼

Status All ▼ Filter Reset

| First name / Surname / Email address | Last access to course | Roles | Groups | Enrolment methods |
|---|--------------------------|-----------|--------|---|
| s_001 s_001 s_001@test.com | 112 days 6 hours | Student ✕ | | Manual enrolments from Tuesday, 11 April 2017, 10:19 AM ⚙️ ✕ |
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Enrol users

Navigation ☰ ☰

Administration ☰ ☰

- ▼ Course administration
 - ⚙️ Edit settings
 - ✎ Turn editing on
 - ▼ Users
 - Enrolled users
 - ▶ Enrolment methods
 - ▶ Groups
 - ▶ Permissions
 - Other users
 - Unenrol me from SB_radio111
 - ▼ Filters
 - ▶ Reports
 - ⚙️ Gradebook setup

Click on the cross under **Enrollment methods**