

Moodle enrollments are synchronized with Banner. In most cases, therefore, it is not necessary for you to add or remove students in Moodle. To combine enrollments from multiple CRN's, follow [these instructions](#).

In special circumstances, you may wish to add a user to your Moodle course. For example:

- You would like a student with an "Incomplete" to complete coursework in your current Moodle course.
- You wish to give immediate access to a student who is wait-listed.
- Your teaching assistant needs to add content or enter grades.
- Another instructor would like to participate in your course or view your course content.

! If you enroll a wait-listed student in Moodle, be sure to check your official class roster to verify that the student has formally registered for the class (see related note below). Being able to access the course and attend class may lull the student into a false sense of having registered and lead to (big) problems when final grades are submitted.

Add users to a course as follows:

1. Click on the **Participants** link at the top of the course page, then click on **Enroll users**.
2. Enter the person's name in the **search field**.
3. Click on the user's name and enter another, if needed.
4. Choose the appropriate role (student, non-editing teacher, etc.) from the **Assign role** pull-down menu.
5. Click on **Enroll users**.

The image is a composite of three screenshots from the Moodle interface, illustrating the steps to add a user. The top screenshot shows the course navigation bar with 'Participants' highlighted (1) and the 'Enroll users' button (2). The middle screenshot shows the 'Enrollment options' dialog box with a search field (2) and a list of users (3). The bottom screenshot shows the 'Assign role' dropdown menu (4) and the 'Enroll users' button (5).

Troubleshooting & Special Cases

For assistance in any of these situations, please contact the Center for the Advancement of Teaching and Learning.

Wait-Listed Students

As explained above, enrolling a wait-listed student in your course can create a false sense of security in the student and lead to serious problems down the road. Reports that identify manually enrolled users are generated periodically so that the Registrar's office can verify student enrollment status. If you enroll a wait-listed student who does formally enroll, please take a moment to remove the manual enrollment by opening the **Enrolled users** page and clicking on the trash can associated with the manual enrollment. (Their Banner enrollment won't be affected.) Your assistance will be greatly appreciated!

Name Not Found

Not being able to find a user usually has one of two causes: the user is already enrolled in the course (perhaps with a different name than you expected) or the name you are searching for doesn't exactly match the person's username.

Solution: Check the list of enrolled users again to make sure the person's name doesn't already appear in the list. If you still don't find it, open the **Enroll users** link again and try searching on part of the user's name instead of their whole name.

Multiple Users with the Same Name, Part 1

If more than one user has the same name, check the 940- ID number displayed next to the username.

Multiple Users with the Same Name, Part 2

Sometimes we end up with two students with the same display name enrolled in our class. Beyond requesting that they use a photo or avatar as a profile image, you can distinguish between the two by checking their 940-ID numbers.

Guest Users

To enroll a user without an SOU account, contact CATL and provide the person's name and email address.

Teaching Assistants

There are two roles established for TA's in Moodle. Full TA's have the same rights as teachers, while Limited TA's cannot access quizzes, use the gradebook, or add users, but can do everything else an instructor can do.

Librarians

The Librarian role allows subject matter librarians to add a limited selection of resources and activities to your course so they can share resources with your students directly. They do not receive course announcements.

Bulk Enrollments

CATL is happy to upload batches of users to program and club courses in Moodle. Please provide an .xls or .csv file with users' first and last names, ID numbers, and the name of the course in which you'd like to have them enrolled.

Self-Enrollment

And speaking of program and club courses, it's also possible to set up a course for self-enrollment. You can make self-enrollment open to anyone or set an enrollment key to regulate who can enroll. Contact CATL for assistance.