Unlicensed Assistive Personnel Online Curriculum
Moodle Version 3.5

How to Manually Enroll Users (students)

Option One:

Log in to your UAP site.

From the **Administration** block open the **Course administration** dropdown (by clicking on the triangle to the left of the title) if it is not already open.

Open the **Users** dropdown (in the same manner as you opened Course administration).

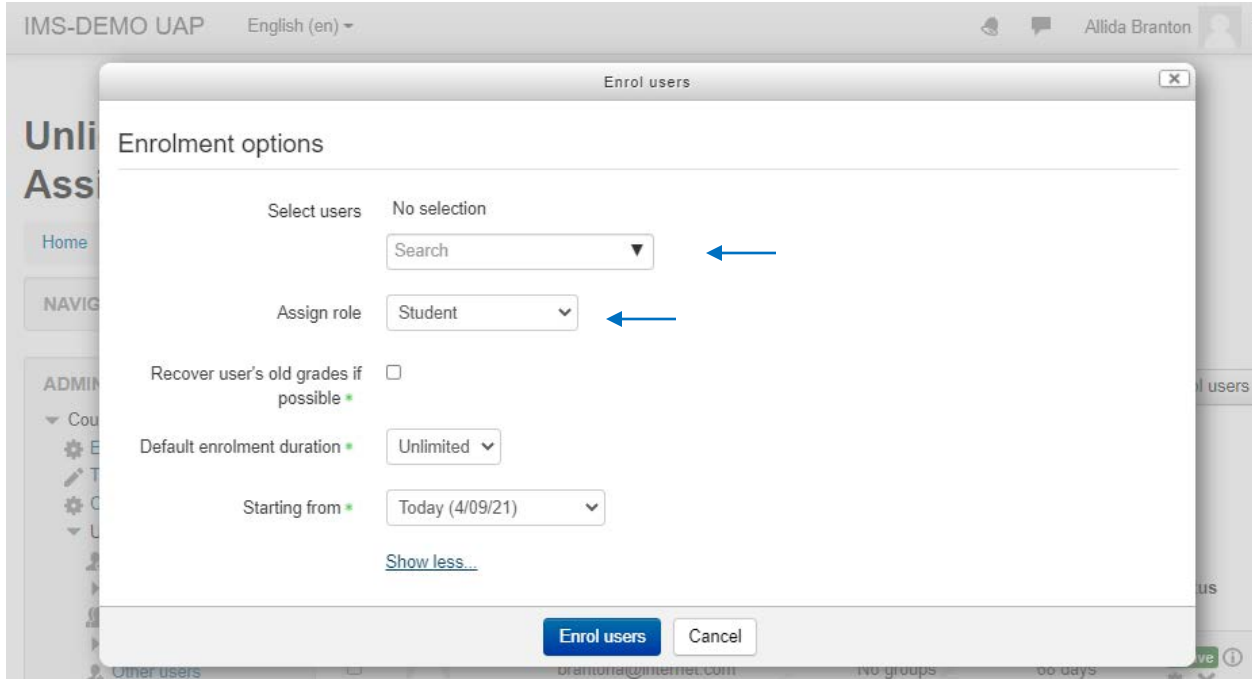Choose **Enrolled users.**

The screen will look like this:

Next choose either of the **Enroll users** button on the right of the screen. There is a button at the top and also at the bottom of the screen. The screen below will display:
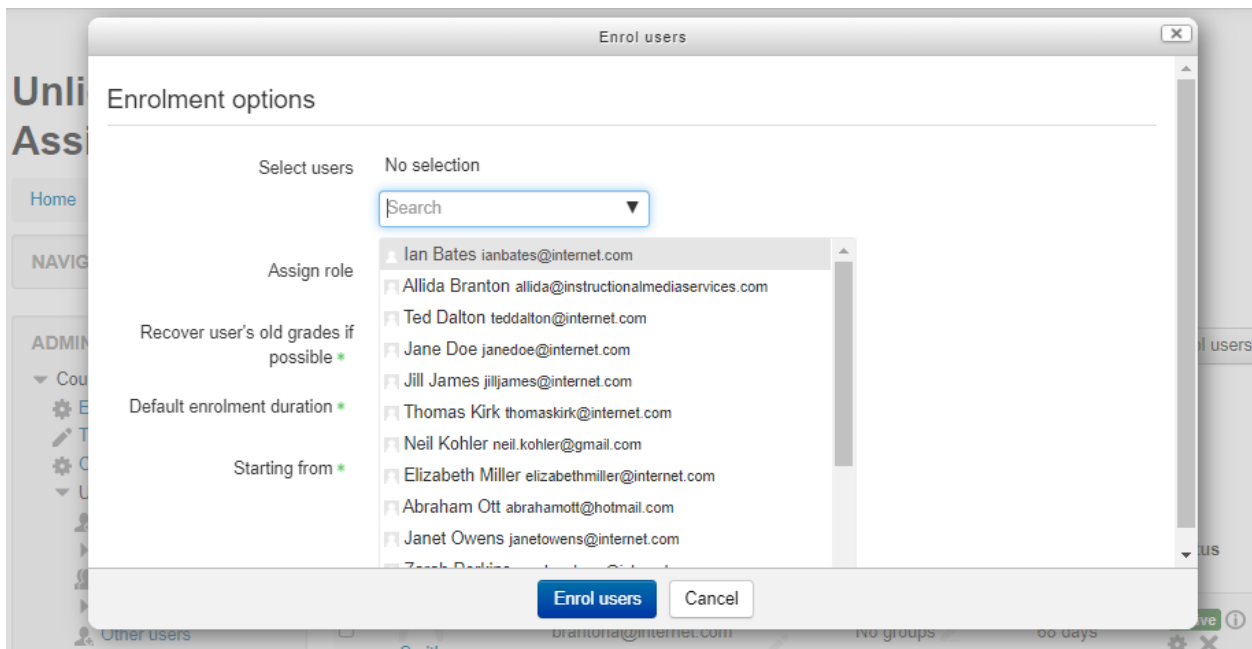
Click on the **Show more** option. It will enlarge the screen. See below:


Be sure that Student is selected in the **Assign role** option. Then click on the down arrow in the **Selected users** option where Search is indicated. A list of all names (accounts) in the site will display:

Click the box next to each student's name that you want to enroll. Use the scroll bar to see the complete list of student names. Make sure you do not manually enroll a student that has already

enrolled themselves! The names you select will be listed at the top of the screen. See example below:
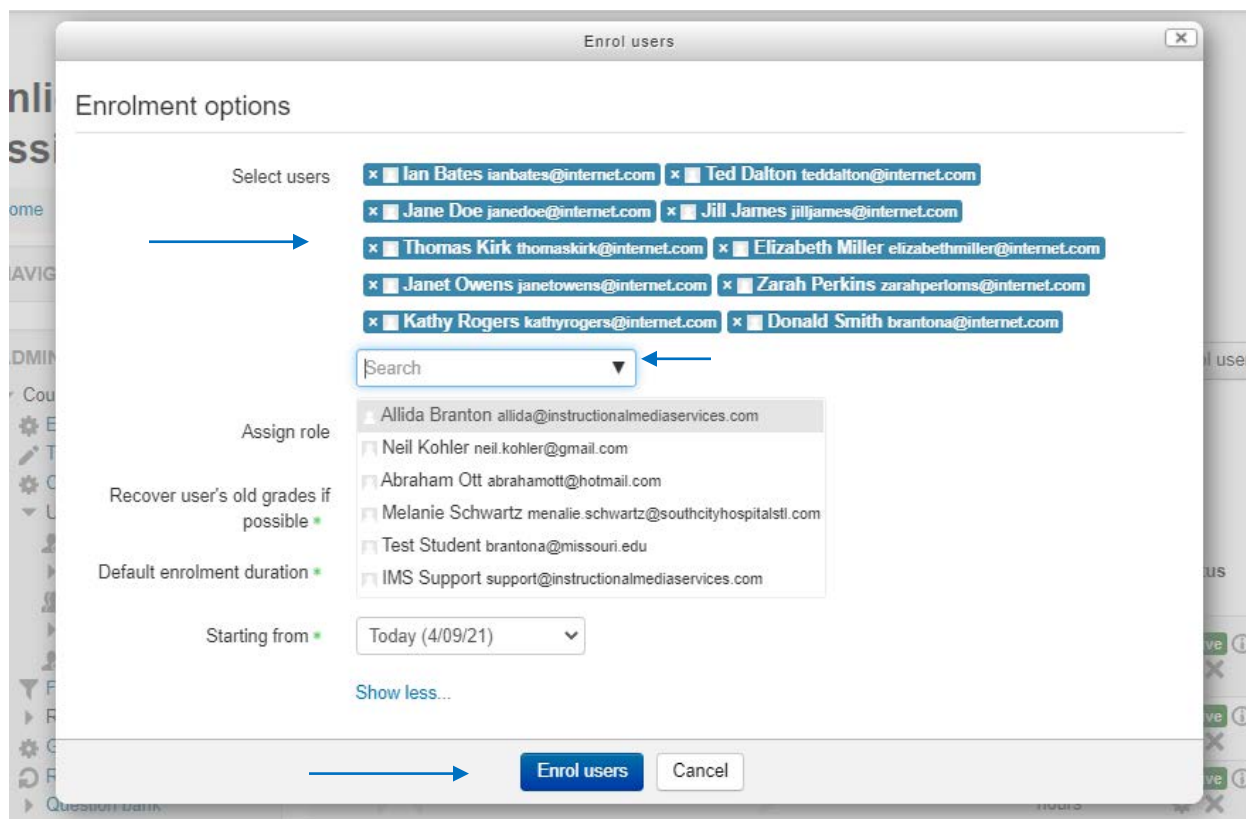
Review the list of students you have selected. If you have made a mistake, click the X beside the name and they will be removed from the list. Once you are satisfied with the accuracy of the list select the **Enroll users** button.

The selected students have been successfully enrolled in the course. A screen shot of the list of students is on the next page:

How to Manually Enroll Users (students)

Option 2:

Log in to your UAP site.
From the **Administration** block open the **Course administration** dropdown (by clicking on the triangle to the left of the title) if it is not already open.
Open the **Users** dropdown (in the same manner as you opened Course administration).
Choose **Enrollment methods.** The following screen will display:

From this screen select the **people icon** from the Manual enrollments row. The following screen will display:

Unlicensed Assistive Personnel Online Curriculum (Nurse Assistant)

Home ▸ Courses ▸ UAP-Nurse Assistant ▸ Participants ▸ Users ▸ Enrolled users

NAVIGATION

ADMINISTRATION

- ▾ Course administration
  - ⚙ Edit settings
  - ✏ Turn editing on
  - ⚙ Course completion
  - ▾ Users
    - 👤 **Enrolled users**
    - ▸ Enrolment methods
    - 👥 Groups
    - ▸ Permissions
    - 👤 Other users
  - ▼ Filters
  - ▸ Reports
  - ⚙ Gradebook setup
  - ⟳ Reset
  - ▸ Question bank
  - 📁 Legacy course files
- ▸ Site administration

Manual enrolments

Enrolled users

Enrolled users (3)
Halie Boyer (hboyer@hadh.org)
Sue Daller (don@hadh.org)
Peyton Schafer (pschaefer@hadh.org)

◀ Add

Assign role
Student ∨

Enrolment duration
Unlimited ∨

Starting from
Today (4/09/21) ∨

Remove ▶

Not enrolled users

Not enrolled users (17)
Rick Abrahms (rickabrahms@internet.com)
Ian Bates (ianbates@internet.com)
Allida Branton (allida@instructionalmediase
Ted Dalton (teddalton@internet.com)
Jane Doe (janedoe@internet.com)
Jill James (jilljames@internet.com)
Thomas Kirk (thomaskirk@internet.com)
Neil Kohler (neil.kohler@gmail.com)
Elizabeth Miller (elizabethmiller@internet.co
Abraham Ott (abrahamott@hotmail.com)
Janet Owens (janetowens@internet.com)
Zarah Perkins (zarahperloms@internet.com
Kathy Rogers (kathyrogers@internet.com)
Melanie Schwartz (menalie.schwartz@sout
Donald Smith (brantona@internet.com)
Test Student (brantona@missouri.edu)
IMS Support (support@instructionalmedias

Search _____ [Clear]   Search _____ [Clear]

Search options ▸

Be sure that Student is selected in the **Assign role** option. Highlight the student names in the column on the right that you want to enroll. Be sure you do not enroll students manually that have already self-enrolled! Window key commands may be used in Moodle. (Click plus the shift key and click plus the Ctrl key.)

Unlicensed Assistive Personnel Online Curriculum (Nurse Assistant)

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NAVIGATION

ADMINISTRATION

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Manual enrolments

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Thomas Kirk (thomaskirk@internet.com)
Neil Kohler (neil.kohler@gmail.com)
Elizabeth Miller (elizabethmiller@internet.c
Abraham Ott (abrahamott@hotmail.com)
Janet Owens (janetowens@internet.com)
Zarah Perkins (zarahperloms@internet.co
Kathy Rogers (kathyrogers@internet.com)
Melanie Schwartz (menalie.schwartz@sout
Donald Smith (brantona@internet.com)
Test Student (brantona@missouri.edu)
IMS Support (support@instructionalmedias

Search _____ [Clear]   Search _____ [Clear]

Search options ▸

Once all of the students have been highlighted, selected the **Add** button to enroll the students. You may highlight and add students one at a time.

See example below:

All of the students highlighted from the column on the right have been moved to the left column of **Enrolled users**. Note: There were three names already in the left column. The total enrolled is now 11.

To double check that the students are correctly enrolled click on the **Enrolled users** option from the left **Course administration** block and you will be taken to the list of students enrolled in the course. See screen shot below:

The same screen can be viewed by choosing the Participants link in the People block.