

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:

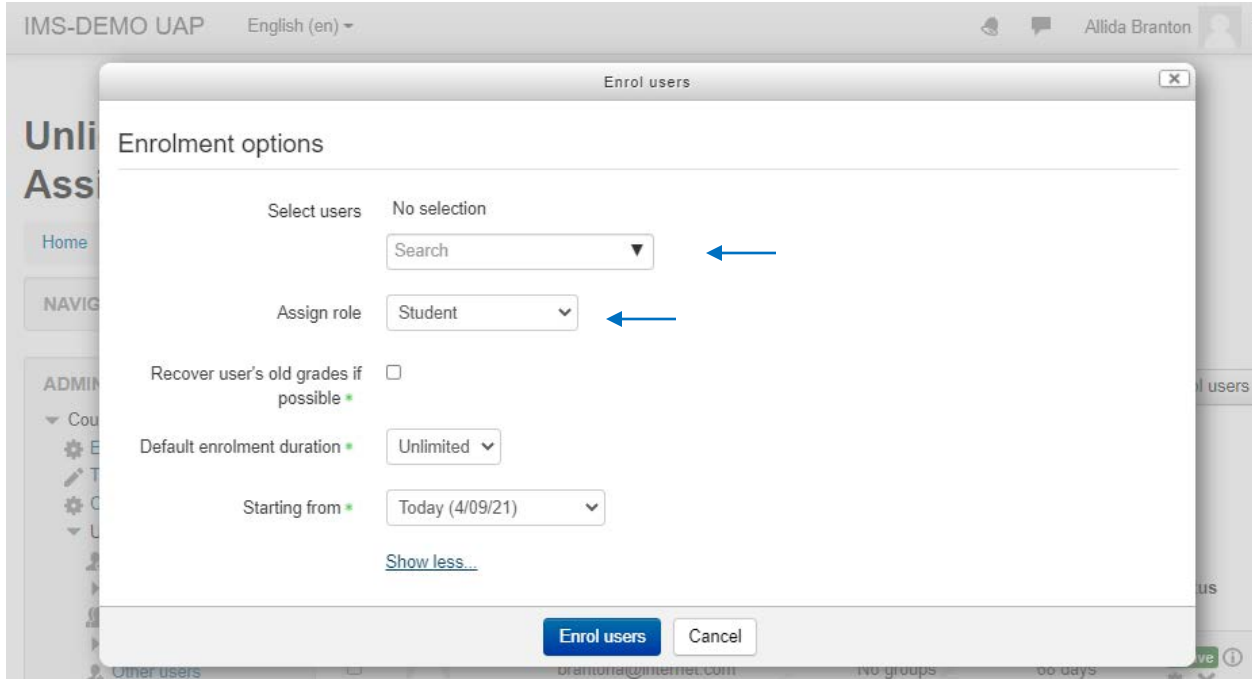
The screenshot shows the Moodle interface for the 'Participants' page. The breadcrumb trail is 'Home > Courses > UAP-Nurse Assistant > Participants'. The 'ADMINISTRATION' block is expanded to show 'Users' > 'Enrolled users'. A blue arrow points to this menu path. On the right, the 'Enroll users' button is highlighted with a blue arrow. The main content area shows 'No filters applied', a search box, and a table with 7 participants. The table has columns for 'Select', 'Surname', 'Email address', 'Roles', 'Groups', 'Last access to course', and 'Status'. The 'First name' and 'Surname' rows have dropdown menus set to 'All'.

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:

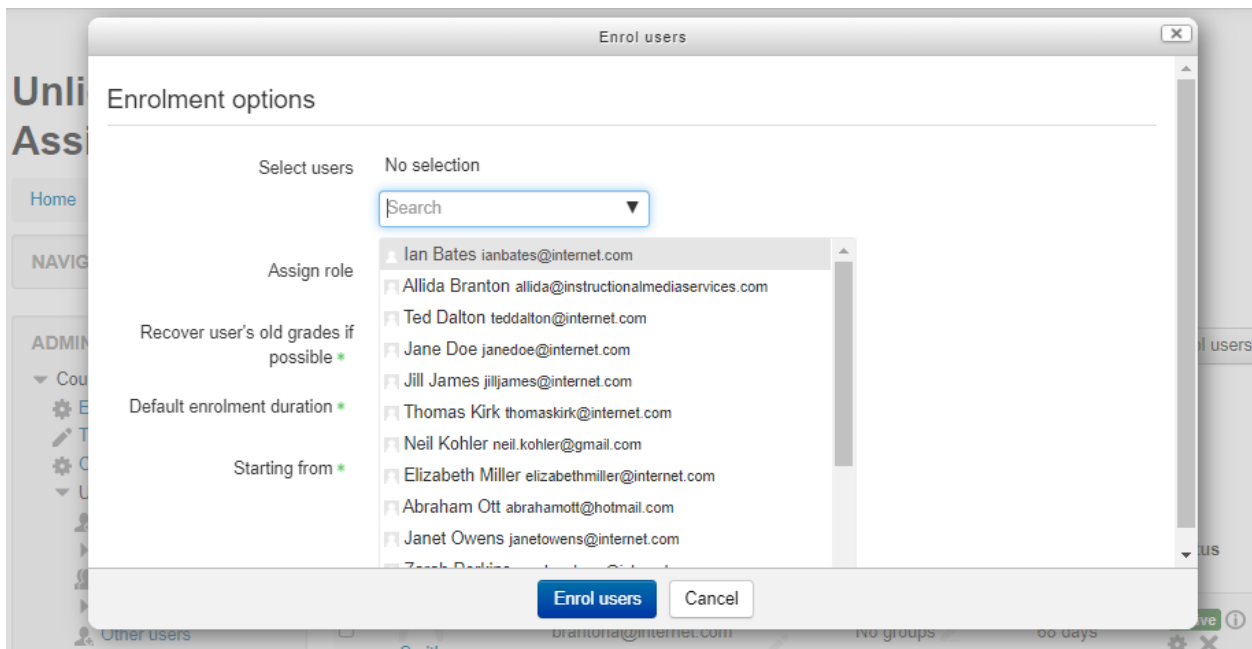
The screenshot shows the 'Enrol users' dialog box. It has a title bar 'Enrol users' and a close button. The main area is titled 'Enrolment options'. It contains a 'Select users' section with a dropdown menu set to 'No selection' and a search box. Below that is an 'Assign role' section with a dropdown menu set to 'Student'. At the bottom, there is a 'Show more...' link with a blue arrow pointing to it, and two buttons: 'Enrol users' and 'Cancel'.

How to Manually Enroll Users (students)

Click on the **Show more** option. It will enlarge the screen. See below:



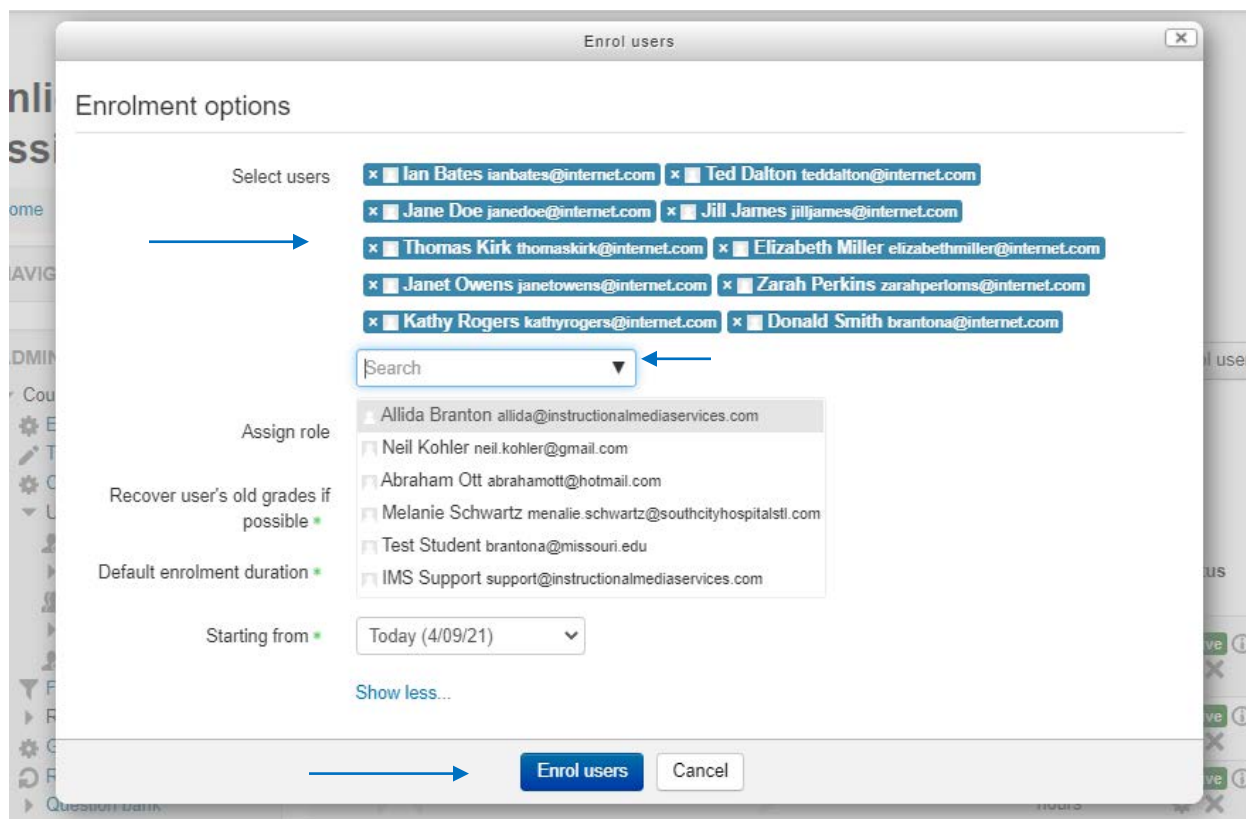
Be sure that **Student** is selected in the **Assign role** option. Then click on the down arrow in the **Selected users** option where Search is indicated. A list of all names (accounts) in the site will display:



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

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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:

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The screenshot shows the 'ADMINISTRATION' sidebar on the left with 'Users' expanded to 'Enrolled users'. The main content area displays a table of 15 participants. At the top, there are search filters for 'First name' and 'Surname', both set to 'All'. A table below lists the participants with columns for 'Select', 'First name / Surname', 'Email address', 'Roles', 'Groups', 'Last access to course', and 'Status'. All users are listed as 'Student' with 'No groups' and 'Never' last access. The status for all is 'Active'.

Select	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Elizabeth Miller	elizabethmiller@internet.com	Student	No groups	Never	Active
<input type="checkbox"/>	Ian Bates	ianbates@internet.com	Student	No groups	Never	Active
<input type="checkbox"/>	Janet Owens	janetowens@internet.com	Student	No groups	Never	Active
<input type="checkbox"/>	Jill James	jilljames@internet.com	Student	No groups	Never	Active
<input type="checkbox"/>	Kathy Rogers	kathyrogers@internet.com	Student	No groups	Never	Active
<input type="checkbox"/>	Rick Abrahms	rickabrahms@internet.com	Student	No groups	Never	Active
<input type="checkbox"/>	Ted Dalton	teddalton@internet.com	Student	No groups	Never	Active
<input type="checkbox"/>	Thomas Kirk	thomaskirk@internet.com	Student	No groups	Never	Active
<input type="checkbox"/>	Zarah Perkins	zarahperloms@internet.com	Student	No groups	Never	Active

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:

Unlicensed Assistive Personnel Online Curriculum (Nurse Assistant)

Home > Courses > UAP-Nurse Assistant > Users > Enrolment methods

NAVIGATION

Enrolment methods

The 'ADMINISTRATION' sidebar is shown with three blue arrows pointing to the 'Course administration' dropdown, the 'Users' dropdown, and the 'Enrolment methods' sub-item.

Name	Users	Up/Down	Edit
Manual enrolments	3	↓	✕ ⓘ 👤 ⚙️
Guest access	0	↑ ↓	✕ ⚙️
Self enrolment (Student)	3	↑	✕ ⓘ ⚙️


Add method


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

How to Manually Enroll Users (students)

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)

Search

[Search options ►](#)

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.c)
- 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

◀ Add

Assign role

Student ▼

Enrolment duration

Unlimited ▼

Starting from


Today (4/09/21) ▼


Remove ►

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)

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)

Search

[Search options ►](#)

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.c)
- 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

◀ Add

Assign role

Student ▼

Enrolment duration

Unlimited ▼

Starting from

Today (4/09/21) ▼

Remove ►

How to Manually Enroll Users (students)

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:

Unlicensed Assistive Personnel Online Curriculum (Nurse Assistant)

The screenshot displays the course management interface for "Unlicensed Assistive Personnel Online Curriculum (Nurse Assistant)". The breadcrumb trail is: Home > Courses > UAP-Nurse Assistant > Participants > Users > Enrolled users. The interface is divided into three main sections:

- NAVIGATION:** A top navigation bar with the current path.
- ADMINISTRATION:** A sidebar menu with options like "Course administration", "Users", "Enrolled users", "Groups", "Permissions", "Filters", "Reports", "Gradebook setup", "Reset", "Question bank", "Legacy course files", and "Site administration".
- Manual enrolments:** The main content area, split into two columns:
 - Enrolled users (11):** A list of 11 users, including Rick Abrahms, Ian Bates, Halie Boyer, Sue Daller, Ted Dalton, Jill James, Thomas Kirk, Janet Owens, Zarah Perkins, Kathy Rogers, and Peyton Schafer.
 - Not enrolled users (9):** A list of 9 users, including Allida Branton, Jane Doe, Neil Kohler, Elizabeth Miller, Abraham Ott, Melanie Schwartz, Donald Smith, Test Student, and IMS Support.

Between the columns are controls for adding and removing users, including an "Add" button, an "Assign role" dropdown (set to "Student"), an "Enrolment duration" dropdown (set to "Unlimited"), a "Starting from" dropdown (set to "Today (4/09/21)"), and a "Remove" button. Search bars and "Clear" buttons are present at the bottom of each list.

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:

How to Manually Enroll Users (students)

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

PEOPLE

- Participants

SECTION LINKS

1 2 3 4 5 6 7 8

Participants

No filters applied

Search keyword or select filter

Enrol users

Number of participants: 14

Reset table preferences

Select	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Ian Bates	ianbates@internet.com	Student	No groups	Never	Active
<input type="checkbox"/>	Janet Owens	janetowens@internet.com	Student	No groups	Never	Active
<input type="checkbox"/>	Jill James	jilljames@internet.com	Student	No groups	Never	Active
<input type="checkbox"/>	Kathy Rogers	kathyrogers@internet.com	Student	No groups	Never	Active
<input type="checkbox"/>	Rick Abrahms	rickabrahms@internet.com	Student	No groups	Never	Active
<input type="checkbox"/>	Ted Dalton	teddalton@internet.com	Student	No groups	Never	Active
<input type="checkbox"/>	Thomas Kirk	thomaskirk@internet.com	Student	No groups	Never	Active
<input type="checkbox"/>	Zarah Perkins	zarahperloms@internet.com	Student	No groups	Never	Active

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