

HOW TO MANUALLY ENROL TEACHERS, NON-EDITING TEACHERS OR STUDENTS FROM WITHIN MOODLE

 Once you are a Teacher in a course (see <u>HOWTO Assign Teacher 1</u>) login to <u>https://learn2024.ukzn.ac.za/</u> and locate your course. You will see the list of courses you are enrolled in by opening the **My courses** page in the Primary navigation. Click on the Course name to enter the course.

My courses Course overview	UNIVERSITY OF ™ KWAZULU-NATAL INYUVESI YAKWAZULU-NATALI	me Dashboard	My courses	
Course overview	My course	S		
	Course overview			

2. Select **Participants** in course navigation.

	NIVERSITY OF ▲ AZULU-NATAL INYUVESI /AZULU-NATALI	Home	Dashboard	My courses	Guides 🗸		
Re	Heli Test Sandboxes						
	Course <mark>Se</mark>	ettings	Participants	Grades	Reports	More 🗸	
	This course is currently hidden . Only enrolled teachers can access this course when hidde You can change the visibility in the course settings .						
	∽ General 💉						

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3. You will see the following screen. Click Enrol users.

Resources / Heli T	^{sandboxes}	ndbox			- 1
Course	Settings	Participants	Grades	Reports	More 🗸
Enrolled u	sers	€ Enrol	users		

4. Please ensure the user you are attempting to enrol in your course has logged onto learn 2024, before attempting to enrol them. Enter the username OR email address OR staff/student number. Once the search is complete, select the user you wish to add by clicking on the name.

Enrol users	×
Enrolment	options
Select users	No selection
	Facilj 🔻
Assign role	😹 Katherine Hell Guy 324933. Grybalbakanan Ja. Howard College. Information & Comm Tech
Show more	
	Cancel Enrol users

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5. Click on the **Assign role** drop-down arrow and select the role that applies and then click the **Enrol users** button.

Enrol users	×
Enrolment o	options
Select users	× 📕 Kathanina Maili Bay kishti, dayiditahan aras, Yosaati Kalaya, Internationsk Komm Tech
Assign role	Student 🗢
Show more	Teacher Non-editing teacher Student
	Cancel Enrol users

6. If you wish to limit the enrolment duration, click on Show more... and select the time period you desire.

Note: the default role is Student. If you forget to select the correct role before enrolling you can modify this in the Participants table, as indicated below.

▲ ■	number —	Email address —	Department	Institution	Roles
Hel Tes Guy	i t	guyheli@gmail.com			™ × × Teacher

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