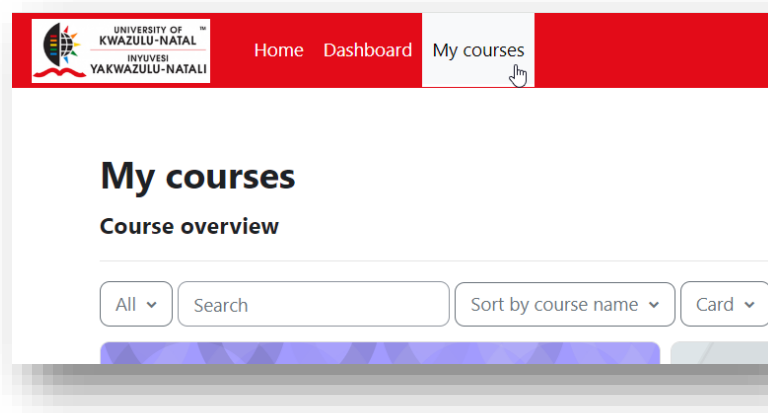
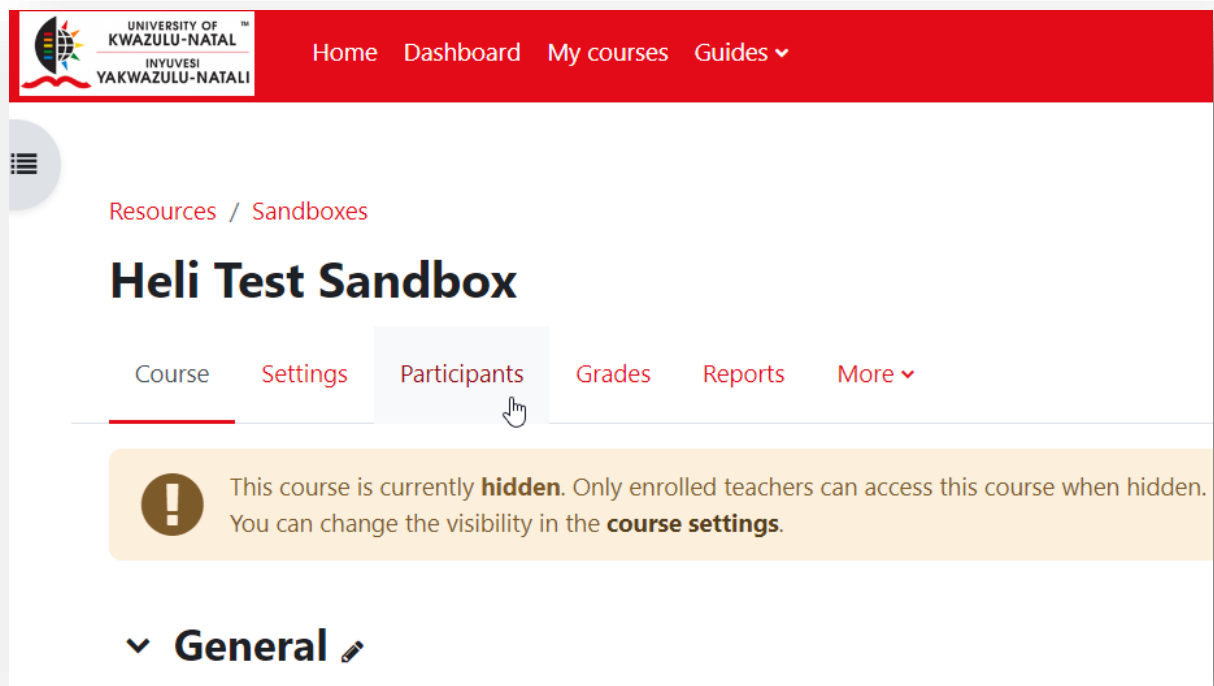


HOW TO MANUALLY ENROL TEACHERS, NON-EDITING TEACHERS OR STUDENTS FROM WITHIN MOODLE

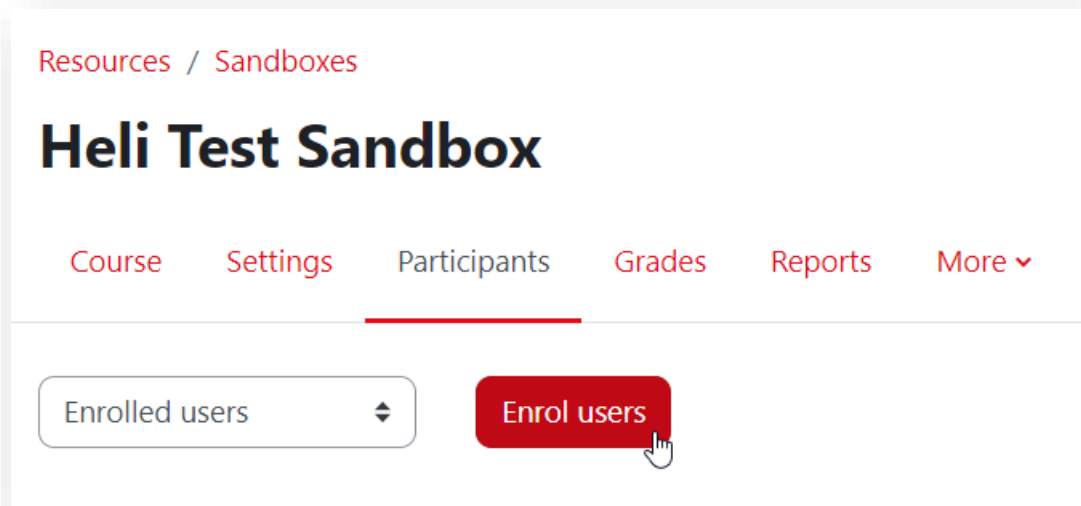
1. Once you are a Teacher in a course (see [HOWTO Assign Teacher 1](#)) login to <https://learn2024.ukzn.ac.za/> and locate your course. You will see the list of courses you are enrolled in by opening the **My courses** page in the Primary navigation. Click on the Course name to enter the course.



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



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



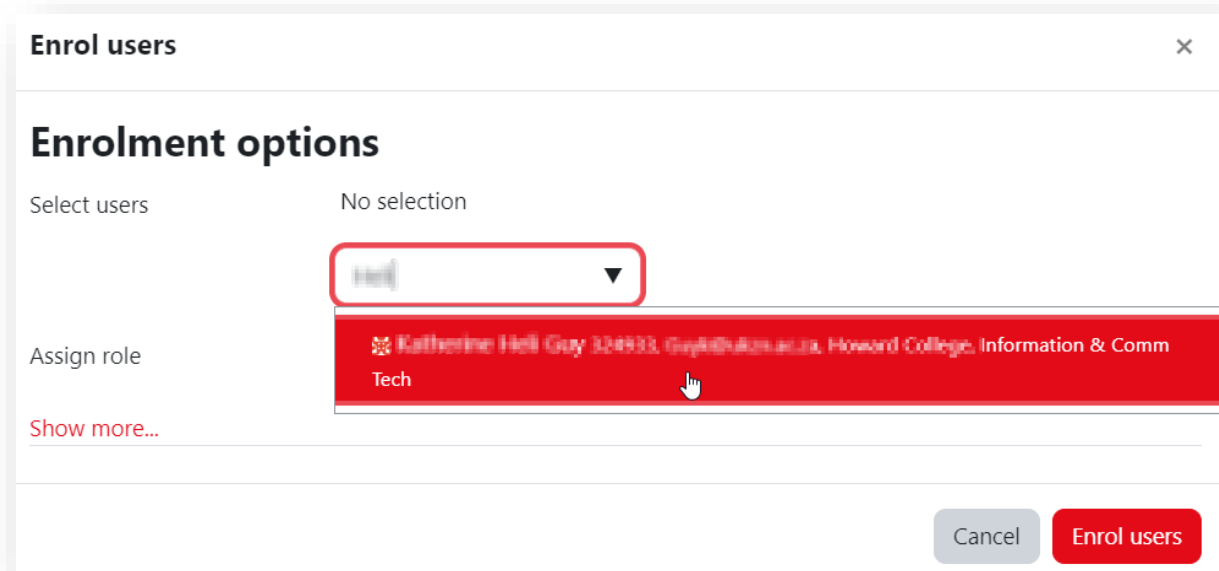
Resources / Sandboxes

Heli Test Sandbox

Course Settings Participants Grades Reports More ▾

Enrolled users ▾ **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

heli ▾

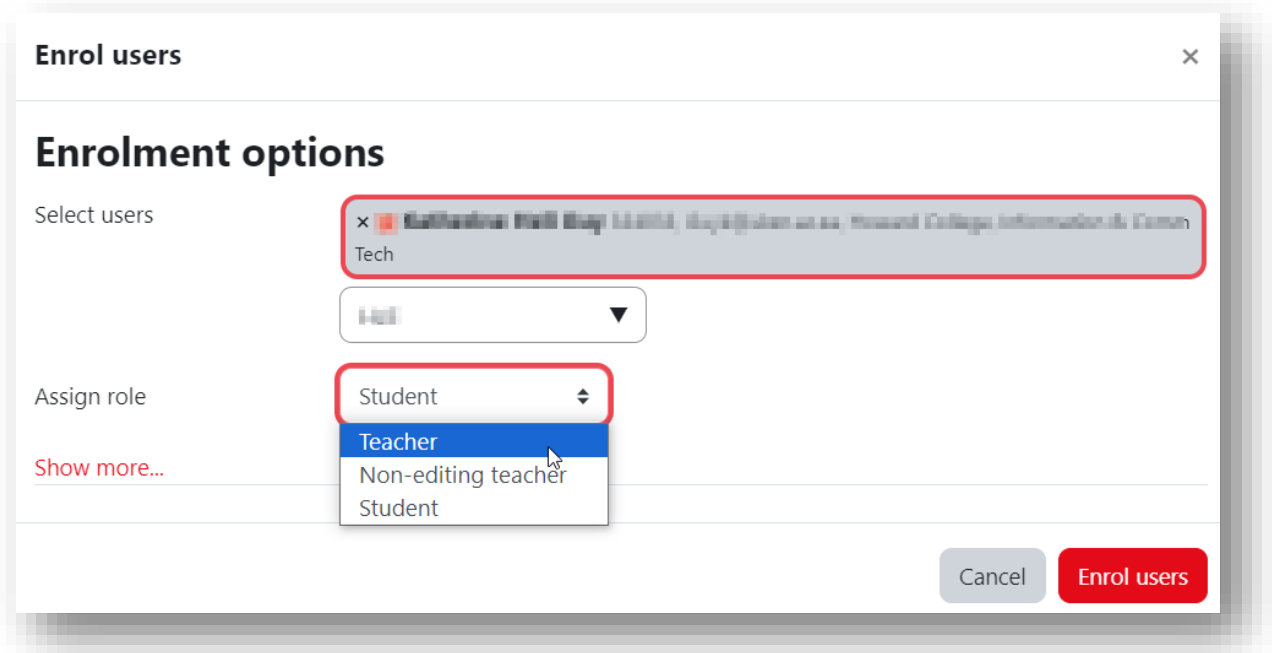
Assign role

👤 Katherine Heli Guy 324933, Guy@uakw.ac.za, Howard College, Information & Comm
Tech

Show more...

Cancel **Enrol users**

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



Enrol users [X]

Enrolment options

Select users: [X] Heli Test Guy [heli.test.guy@ukzn.ac.za, Heli Test Guy, Heli Test Guy, Heli Test Guy, Heli Test Guy, Heli Test Guy, Heli Test Guy, Heli Test Guy, Heli Test Guy, Heli Test Guy] Tech

[Heli] ▼

Assign role: Student ▼

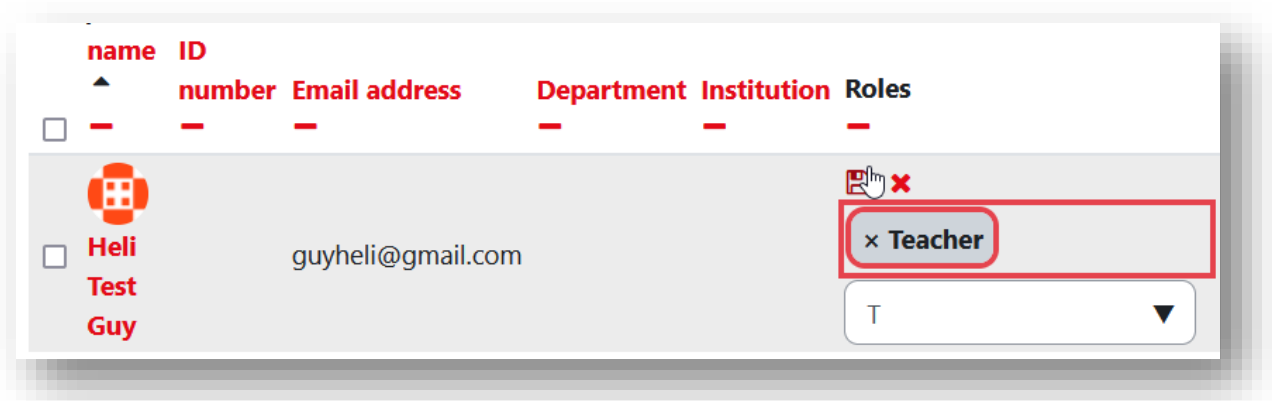
- Teacher
- Non-editing teacher
- Student

[Show more...](#)

[Cancel] [Enrol users]

- 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.



name	ID	Email address	Department	Institution	Roles
<input type="checkbox"/>	-	-	-	-	-
<input type="checkbox"/> Heli Test Guy		guyheli@gmail.com			<div style="border: 1px solid red; padding: 2px;"> X Teacher </div> <div style="border: 1px solid gray; padding: 2px;">T</div>