







moodle

Tutorial

Enrol additional teachers

Enrolled users

Search Enrolment methods Role Group Status Enrol users

First name / Surname ^ / matriculation-id / Email address	Last access	Roles	Groups	Enrolment methods
 Albert Aalmann albert.aalmann@tum.de	44 days 23 hours	Student <input type="checkbox"/>	 Gruppe B <input type="checkbox"/>	Manual enrolments from Tuesday, 6 November 2012, 12:00 AM <input type="checkbox"/>
 Anna Aart anna.aart@tum.de	44 days 23 hours	Student <input type="checkbox"/>	 Gruppe B <input type="checkbox"/>	Manual enrolments from Friday, 4 April 2014, 12:00 AM <input type="checkbox"/>
 Anton Aartig anton.aartig@tum.de	51 days 19 hours	Student <input type="checkbox"/>	 Gruppe C <input type="checkbox"/>	Manual enrolments from Friday, 4 April 2014, 12:00 AM <input type="checkbox"/>

Enrol users

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Enrol additional teachers in the course

From now on, course participants with the role “Dozent” can enrol **additional teachers** to their moodle course.

This is how you add additional teachers to your course:

1. Go to “Administration” > “Course administration” > “Users” > “Enrolled users”

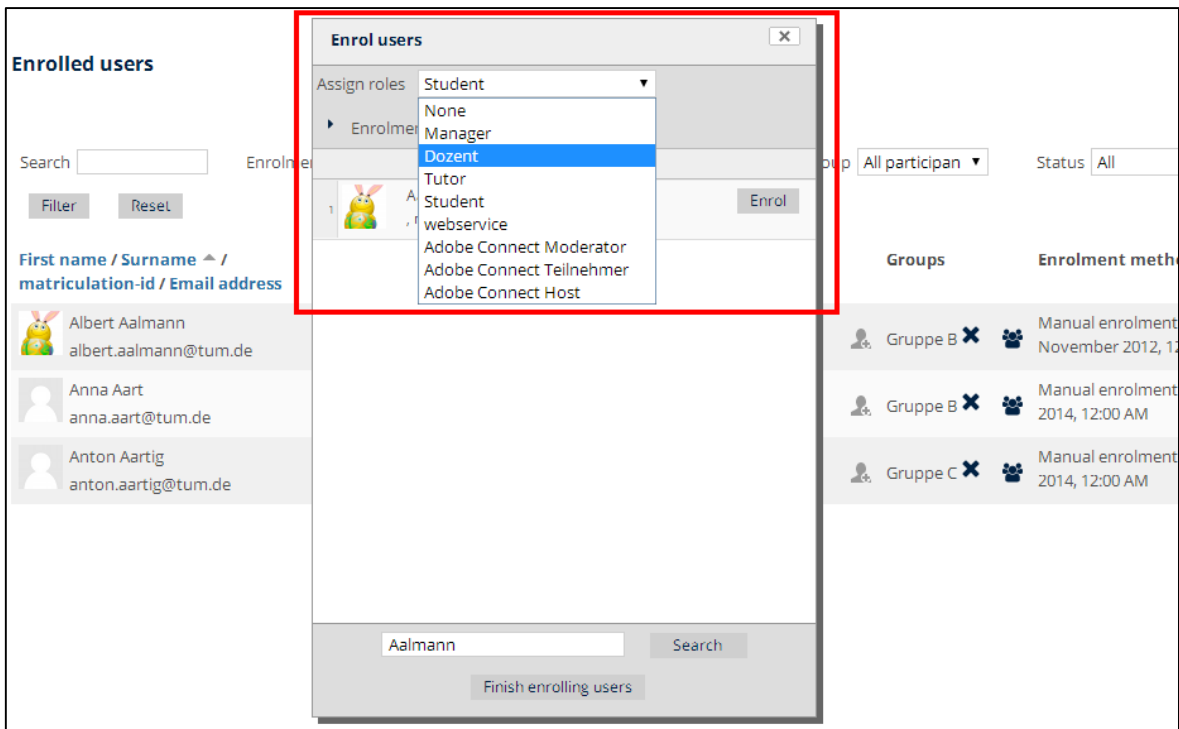
The screenshot shows the Moodle course administration interface. The breadcrumb trail is: My home > Courses > Andere Semester > SoSe 2012 > Weitere Einrichtungen > Demokurse > Test Update (SS 12). The left sidebar contains several sections: 'Hilfe & Support', 'Navigation', and 'Administration'. Under 'Administration', 'Course administration' is expanded, and 'Users' is selected. Within 'Users', 'Enrolled users' is highlighted with a red rectangle. The main content area shows a 'Turn editing on' button and a list of course items grouped by date: '16 April - 22 April' (Aufgabe 1, 2, 3), '23 April - 29 April' (Datei, textseite), '30 April - 6 May', and '7 May - 13 May' (ein bisschen Text, Meldezettel).

2. Click the ‘Enrol users’ button at the top right of the page

The screenshot shows the 'Enrolled users' page. At the top right, there is a button labeled 'Enrol users' which is highlighted with a red rectangle. Below this are search and filter options: Search, Enrolment methods (All), Role (All), Group (All participant), and Status (All). There are 'Filter' and 'Reset' buttons. The main part of the page is a table with the following columns: First name / Surname / matriculation-id / Email address, Last access, Roles, Groups, and Enrolment methods. The table lists three users: Albert Aalmann, Anna Aart, and Anton Aartig, all with the role of Student. The 'Enrolment methods' column shows manual enrolments from previous dates.

First name / Surname / matriculation-id / Email address	Last access	Roles	Groups	Enrolment methods
Albert Aalmann albert.aalmann@tum.de	44 days 23 hours	Student	Gruppe B	Manual enrolments from Tuesday, 6 November 2012, 12:00 AM
Anna Aart anna.aart@tum.de	44 days 23 hours	Student	Gruppe B	Manual enrolments from Friday, 4 April 2014, 12:00 AM
Anton Aartig anton.aartig@tum.de	51 days 19 hours	Student	Gruppe C	Manual enrolments from Friday, 4 April 2014, 12:00 AM

- Use the 'Assign roles' dropdown and change the role to "Dozent". Search for the user by name or e-mail address.



- Click the 'Enrol' button opposite the user. The user will be added to the list and the enrol button will disappear, indicating that the user is enrolled.

