
[All Faculty/Staff] Monday Moodle Tips: Manual Enrollment

1 message

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MANUAL ENROLLMENT

Good morning, WOU Moodlers! Do you still have students in your Moodle course after they've dropped your class? This is because Moodle's auto-enrollment process only adds new students but does not delete students from your course.

It's a good idea to remove dropped students as soon as possible if you have sensitive course material online. The good news is that the process for removing dropped students has not changed since the upgrade! Here's a quick refresher on how to remove those extra students whenever you're ready:



1. Start on your course page
2. Click *Users* and then *Enrolled Users* (in the Administration block)
3. Find a student's name
4. In the far right column under *Enrollment Methods*, click the little X in the box next to *Manual enrollments from...* and then confirm your decision to unenroll that student.

You can also use this same page to manually add users to your course. This can include students, teaching assistants, guest faculty, etc. Just click the *Enroll users* button, choose a role from the drop-down menu, and search for a name. Click *Enroll* next to the user of your choice and you're ready to go!

NEWS: You spoke, we listened!

Based on faculty and student feedback this week, we have made the following updates to our Moodle site:

- Sitewide default font color is now black
- A *Search courses* button was added to your Dashboard Tasks menu
- *Attendance* is now available in the activity chooser (and a new icon is on the way!)

Happy Moodling 😊

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Moodle Support Team

moodle@wou.edu

503-838-9300

As Moodle's popularity has grown, so has the need for additional support. Students, staff, and faculty can now contact the Moodle Support Team via email at moodle@wou.edu or by calling us on our new dedicated help line (503-838-9300). The appropriate person will be happy to assist you with your questions, problems, or training requests.