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**Re: moodle help**

1 message

**Elayne Kuletz** <kuletze@wou.edu>

Tue, Jan 7, 2014 at 8:53 PM

To: Steve Taylor &lt;taylor@mail.wou.edu&gt;

Cc: "moodle@wou.edu" &lt;moodle@wou.edu&gt;

Hi Steve,

Haha, yes indeed. Change is always hard, especially right in the middle of the year. As soon as I get a chance, we'll be releasing a cheatsheet about the new features for faculty. But please feel free to contact us anytime you have questions, we're always happy to help!

The methods for removing and enrolling students is actually the same as it was in the previous system. The good news about this particular update is that it's mostly just the size and colors that have changed. The links/buttons are still in the same spot. Here's what to do!

You can remove all of your old students at once and start your course afresh using the *Reset* feature. Here's how:

1. In your course sidebar, click *Reset*
2. Scroll down and click the *Select default* button first
3. Click the blue *Reset* course button and you're done!

If your new students need more immediate access to your course, here's how to manually enroll them afterwards:

1. In your course sidebar, click *Users*, then *Enrolled Users*
2. On this page, click the *Enroll users* button
3. Search by name and click *Enroll* next to your student's name
4. Click *Finish enrolling users* and you're all done!

I hope this helps! Have a great evening,

Elayne

On Tue, Jan 7, 2014 at 7:59 PM, Steve Taylor <taylor@mail.wou.edu> wrote:

Hi Elayne - I'm finally checking in on Moodle for my winter term classes. Obviously the entire user interface is totally different, I can see what the faculty fuss/noise has been about. I've put it off until now to let the dust settle.

Let's start with something simple. Could you please tell me explicitly the click sequence to: (1) remove old students from last year, and (2) add new students for this term?

Thanks,

s.t.

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Steve Taylor, PhD, Professor of Geology  
Chair, Division of Natural Sciences and Mathematics  
Past Chair, Oregon State Board of Geologist Examiners

c/o Earth and Physical Science Department  
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