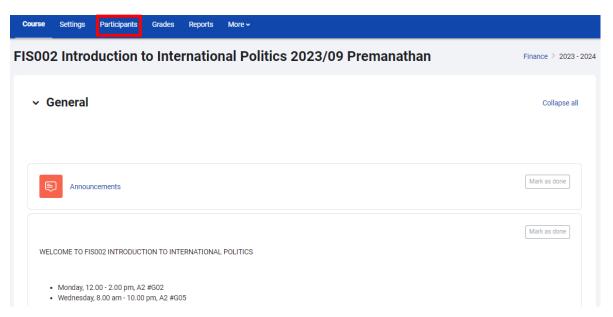
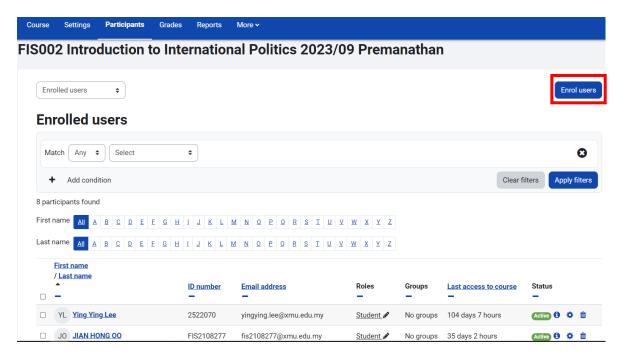


How to add student manually to your Moodle course

1. Go to the active Course and click on the **Participants** at the Course menu for manual enrolment of student to the course.

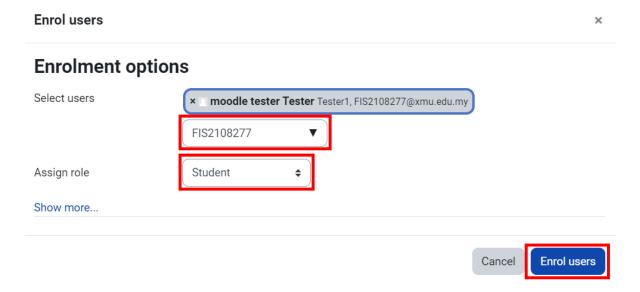


2. At Participants, click on the Enrol users.





3. At Enrol users, search for the Student Email Address, Student Name or Campus ID at Select users. Select the Assign role as Student and click Enrol users.



Note:

By manually enrol the student into the course, Lecturer will need to remove the student manually once the semester has ended, if requires.