



## How to add other lecturer to your Moodle course

1. Go to the Course that you want to add other lecturer and click on the **Participants** at the Course menu for manual enrolment of another lecturer to the course.

The screenshot shows the Moodle course interface for 'THE0205 Introduction to International Politics 2024/02 Premanathan'. The top navigation bar includes 'Course', 'Settings', 'Participants' (highlighted with a red box), 'Grades', 'Reports', and 'More'. Below the navigation bar, the course title is displayed. A sidebar on the left shows a list of sections: '> General' and '> 13 February - 19 February'. An 'Expand all' link is visible on the right side of the sidebar.

2. Click on the **Enrolment Methods** from drop down list.

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3. Select **Enrol User** icon from Manual enrolments.

Enrolment methods ▾

### Enrolment methods

Name	Users	Up/Down	Edit
Self enrolment (Student)	0	↓	
Manual enrolments	6	↑ ↓	
Guest access	0	↑	

Add method Choose... ▾

4. Search for lecturer to be added to the course by entering the teacher's **campus email address or name** at **Search** option. Select the teacher's name matched and click **Add** to enrol the teacher into your course as **Teacher**.

### Manage manual enrolments

Enrolled users

Enrolled users (6)  
PREMANATHAN SARKUNAM (2518138, premanathan@xmu.edu.my)  
Test Teacher T2 (ttester, Testing321@xmu.edu.my)  
JIAN HONG OO (FIS2108277, fis2108277@xmu.edu.my)

Search  Clear

Search options ▶

Not enrolled users

Matching not enrolled users (1)  
moodle tester Tester (Tester1, FIS2108277@xmu.edu.my)

Search  Tester1 Clear

◀ Add

Assign role

Student ▾

None

Teacher

Non-editing teacher

Student

Starting from

Now (22/04/24, 10:34) ▾

Remove ▶