



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.

The screenshot shows the Moodle course interface for 'FIS002 Introduction to International Politics 2023/09 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. The 'General' section is expanded, showing a 'Welcome to FIS002' message and a list of course times: Monday, 12.00 - 2.00 pm, A2 #G02 and Wednesday, 8.00 am - 10.00 pm, A2 #G05.

2. At **Participants**, click on the **Enrol users**.

The screenshot shows the 'Participants' page in Moodle. The 'Enrol users' button is highlighted with a red box. Below the button, the 'Enrolled users' section is visible, showing a search bar and a list of participants. The list includes columns for First name, Last name, ID number, Email address, Roles, Groups, Last access to course, and Status. Two participants are listed: Ying Ying Lee and JIAN HONG OO.

First name / Last name	ID number	Email address	Roles	Groups	Last access to course	Status
YL Ying Ying Lee	2522070	yingying.lee@xmu.edu.my	Student	No groups	104 days 7 hours	Active
JO JIAN HONG OO	FIS2108277	fis2108277@xmu.edu.my	Student	No groups	35 days 2 hours	Active



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**.

Enrol users ×

Enrolment options

Select users

× **moodle tester Tester** Tester1, FIS2108277@xmu.edu.my

FIS2108277 ▼

Assign role

Student ⇅

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Cancel

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.