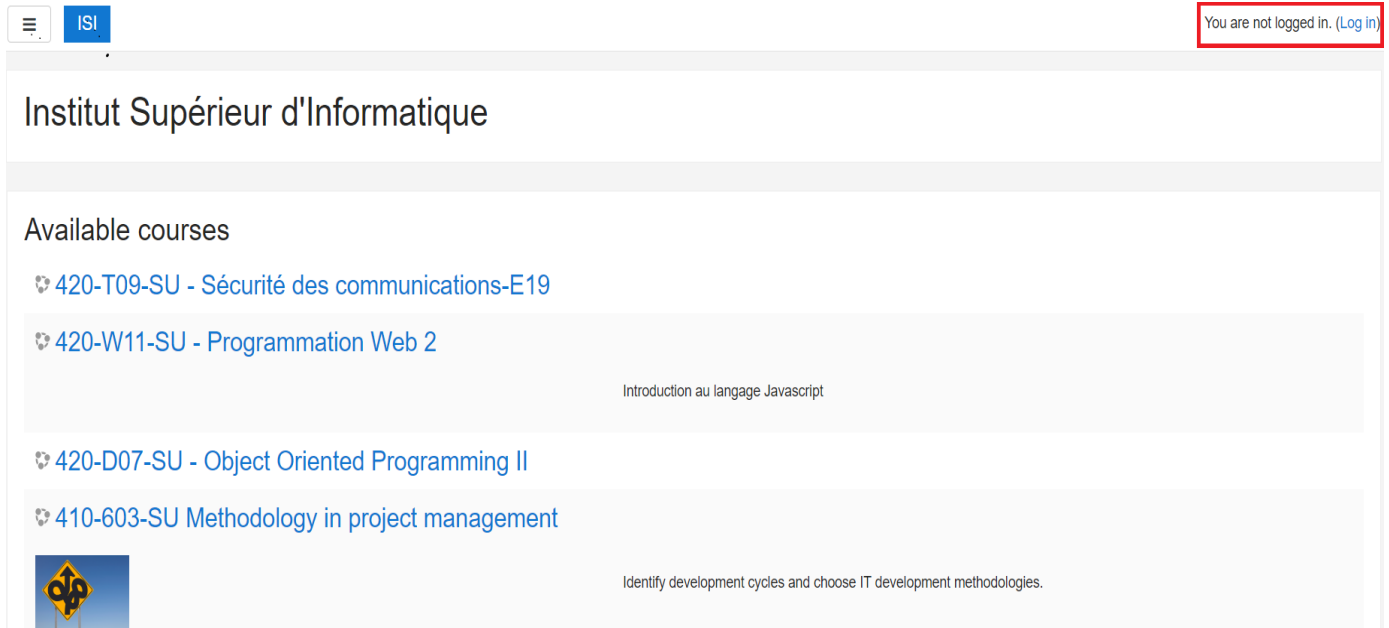


How to enroll students in a course?

(Moodle)

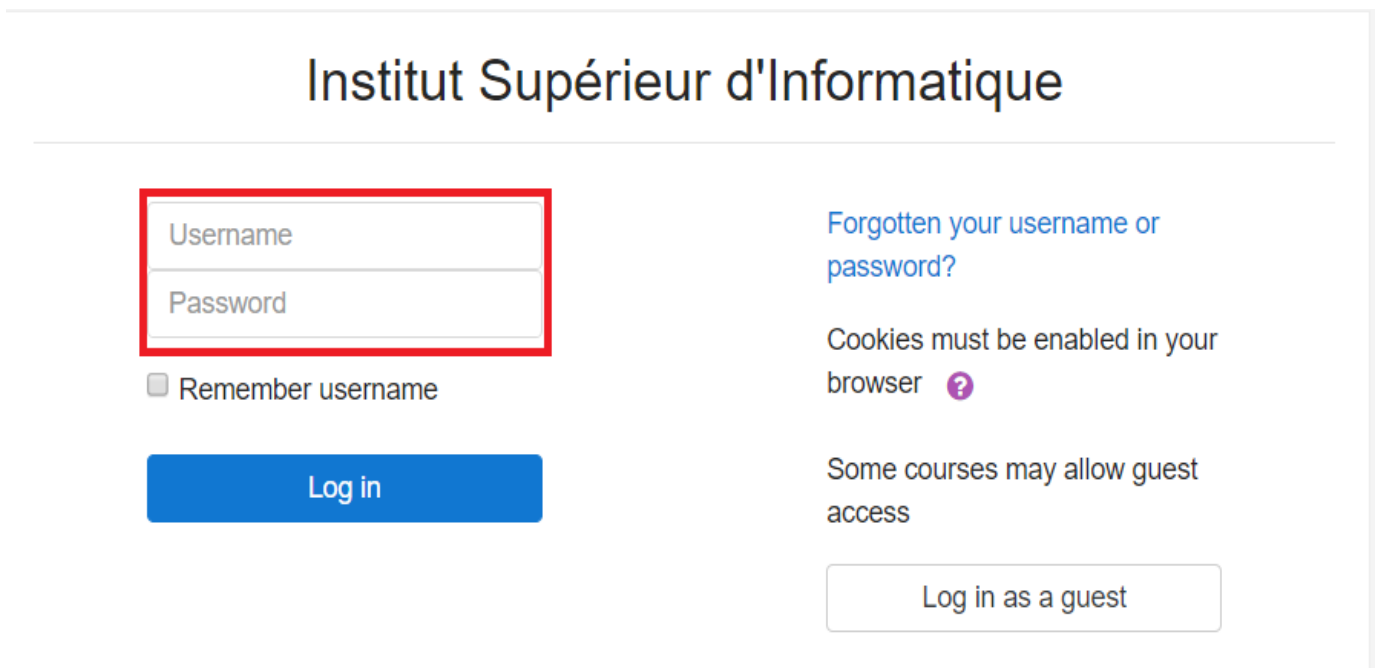
1. Login to: <http://moodlen.isimtl.local/>

Click on connection (upper right corner)



The screenshot shows the Moodle login page for Institut Supérieur d'Informatique. At the top left, there is a menu icon and a blue box with 'ISI'. At the top right, a red box highlights the text 'You are not logged in. (Log in)'. Below the header, the text 'Institut Supérieur d'Informatique' is displayed. Under 'Available courses', there is a list of courses: '420-T09-SU - Sécurité des communications-E19', '420-W11-SU - Programmation Web 2' (with a sub-item 'Introduction au langage Javascript'), '420-D07-SU - Object Oriented Programming II', and '410-603-SU Methodology in project management' (with a sub-item 'Identify development cycles and choose IT development methodologies' and a small image of a yellow diamond sign with a black 'X' and a blue arrow).

2. Log in (Username« same as the laptop » + password)



The screenshot shows the Moodle login form for Institut Supérieur d'Informatique. The header 'Institut Supérieur d'Informatique' is at the top. Below it, there is a login form with a red border around the 'Username' and 'Password' input fields. To the right of the form, there is a link 'Forgotten your username or password?' and a message 'Cookies must be enabled in your browser' with a question mark icon. Below the form, there is a blue 'Log in' button. To the right, there is a message 'Some courses may allow guest access' and a button 'Log in as a guest'.

3. Once logged in, click **Site Administration (1)**, then **Courses (2)** and finally **Manage courses and categories (3)**

Your site is not yet registered. ? Register your site

Site administration

Search

Site administration Users **Courses** Grades Plugins Appearance Server Reports Development

Courses

Manage courses and categories (3)

- Add a category
- Restore course
- Course default settings
- Course request
- Upload courses

Backups

- General backup defaults
- General import defaults
- Automated backup setup
- General restore defaults

4. Select a session (e.g.: SUMMER-19)

Institut Supérieur d'Informatique

Dashboard / Site administration / Courses / Manage courses and categories / Miscellaneous

Course and category management

Viewing: Course categories and courses

Course categories

Create new category

<input type="checkbox"/>	Miscellaneous				0		
<input type="checkbox"/>	En traduction				22		
<input type="checkbox"/>	Course Template					22	
<input type="checkbox"/>	HIVER-19					47	
<input type="checkbox"/>	SUMMER-19					76	
<input type="checkbox"/>	IWEB					11	

Miscellaneous

Create new course | Sort courses ▼ | Per page: 20 ▼

No courses in this category

Move selected courses to...

Choose... Move

5. Choose your course

Course and category management

Viewing: [Course categories and courses](#)

Course categories

[Create new category](#)

<input type="checkbox"/>	+ Miscellaneous					0	
<input type="checkbox"/>	Course Template					22	
<input type="checkbox"/>	HIVER-19					47	
<input type="checkbox"/>	SUMMER-19					76	
<input type="checkbox"/>	iWEB					11	

Sorting

Selected categories ▾

Sort by Category name ascending ▾

SUMMER-19

[Create new course](#) | [Sort courses ▾](#) | [Per page: 20 ▾](#)

1 2 3 4 ... Next Last

	<input type="checkbox"/>	D03-C++-Web1905B-
	<input type="checkbox"/>	D03-C++-Res1905A-
	<input type="checkbox"/>	T02-Linux-Sec1905B-
	<input type="checkbox"/>	T02-Linux-Res1901B-
	<input type="checkbox"/>	T15 - Integration Project I - Sec1901C -
	<input type="checkbox"/>	T07-Linux II-Sec1905C-
	<input type="checkbox"/>	D04-JAVA I-Res1905A-
	<input type="checkbox"/>	T06-WINDSERV-SEC1905D-
	<input type="checkbox"/>	T09-Communication Security - Sec1901D -

6. First click the settings bottom at the upper right side (1) then in display the menu, select **More...** (2)

603-Methodology in Project Management-GES1905A-

[Dashboard](#) / [Courses](#) / [SUMMER-19](#) / [603-Methodology in Project Management-GES1905A-CFaire](#)

Edit course settings

General

Course full name			<input type="text" value="603-Methodology in Project Management-GES1905A-CFaire"/>
Course short name			<input type="text" value="603-Methodology in Project"/>
Course category			<input type="text" value="SUMMER-19"/>
Course visibility			<input type="text" value="Show"/>
Course start date			<input type="text" value="16"/> <input type="text" value="July"/> <input type="text" value="2018"/>

(1)

- Edit settings
- Turn editing on
- Course completion
- Filters
- Gradebook setup
- Backup
- Restore
- Import
- Share
- Reset
- (2) More...

7. Choose **Users** and then **Enrolled users**

603-Methodology in Project Management-GES1905A-

[Dashboard](#) / [Courses](#) / [SUMMER-19](#) / [603-Methodology in Project Management-GES1905A-CFaivre](#) / [Course administration](#)

Course administration

[Course administration](#)

Users

Users

Enrolled users

[Groups](#)

[Other users](#)

[Enrolment methods](#)

[Manual enrolments](#)

[Permissions](#)

[Check permissions](#)

8. Click on **Enrol users**

603-Methodology in Project Management-GES1905A-

[Dashboard](#) / [Courses](#) / [SUMMER-19](#) / [603-Methodology in Project Management-GES1905A-CFaivre](#) / [Participants](#)

Participants

No filters applied



Enrol users

Search keyword or select filter

Number of participants: 33

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 »

9. Finally enter (in the Search field) your family name/ name/username or even your student email address, one by one, before registering by clicking **Enrol users**

Enrol users



Enrolment options

Select users

No selection

Search



Assign role

Student



[Show more...](#)

Enrol users

Cancel

10. For advance settings, you can choose more options (by clicking on “Show more...**”)**

Enrol users



Enrolment options

Select users

No selection

Search



Assign role

Student



[Show more...](#)

Enrol users

Cancel

Enrol users



Enrolment options

Select users

No selection

Search



Assign role

Student



☐ Recover user's old grades if possible

Default enrolment duration

Unlimited



Starting from

Now (15/08/19, 01:43)



[Show less...](#)

Enrol users

Cancel

Once the process is completed, your course will be visible on Moodle.