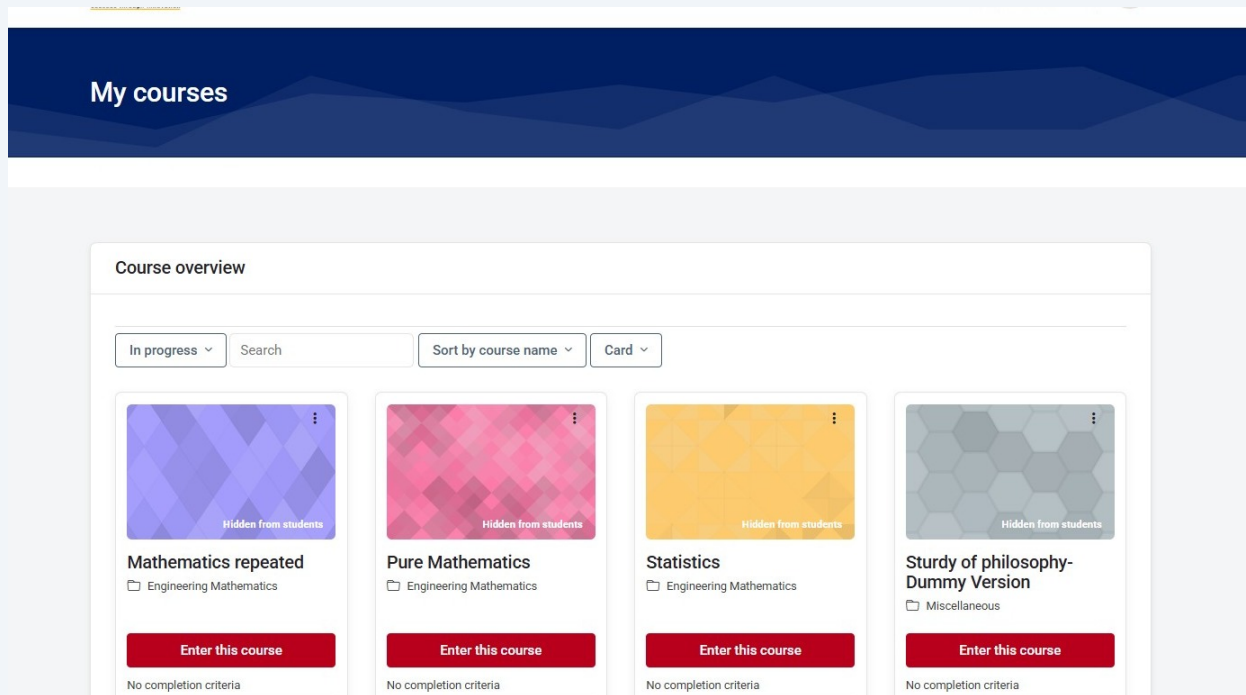
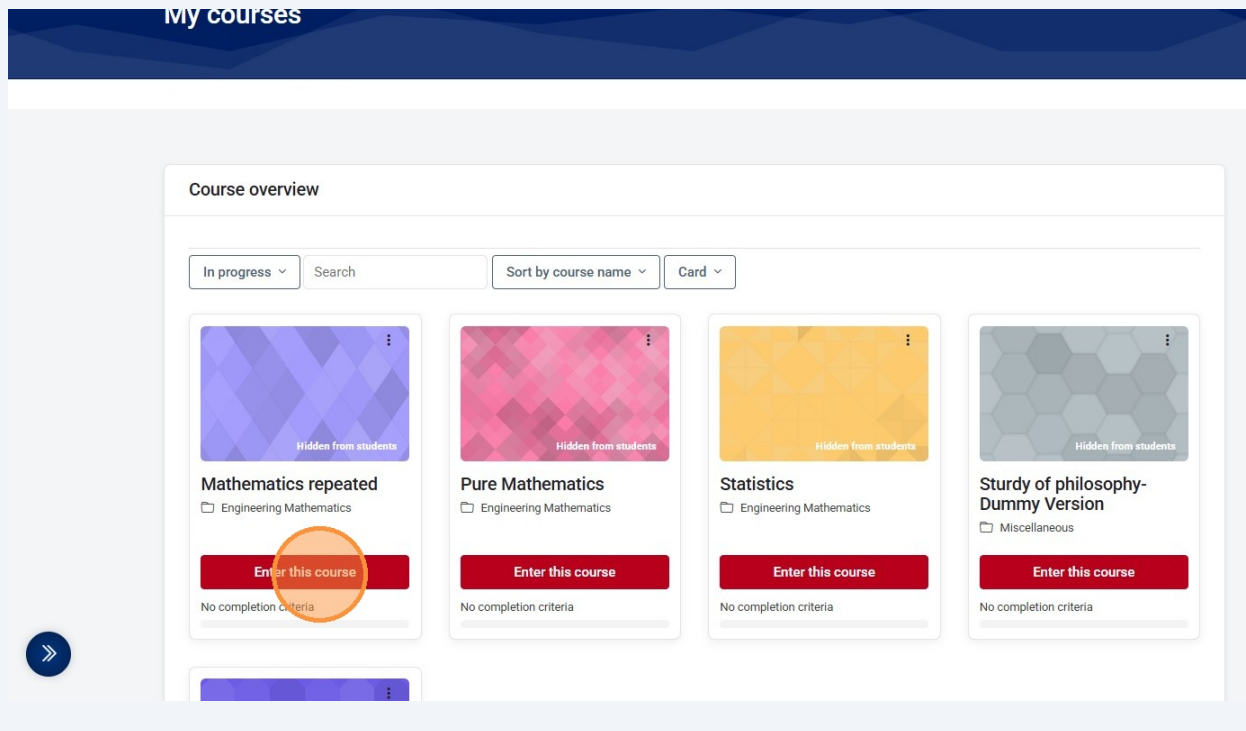


How to Enrol Students in a E-learning Course

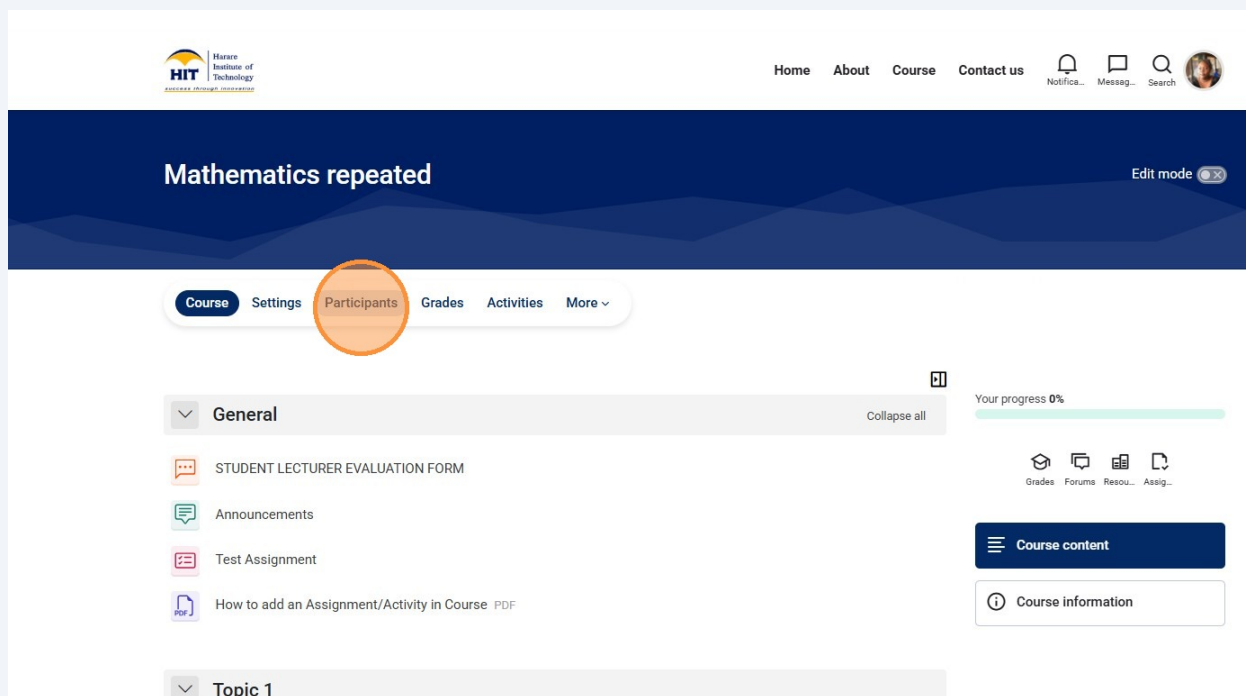
1 Navigate to [My Courses](#)



2 Click enter this course



3 Click "Participants" to add students into the course



4 Click Enrol users

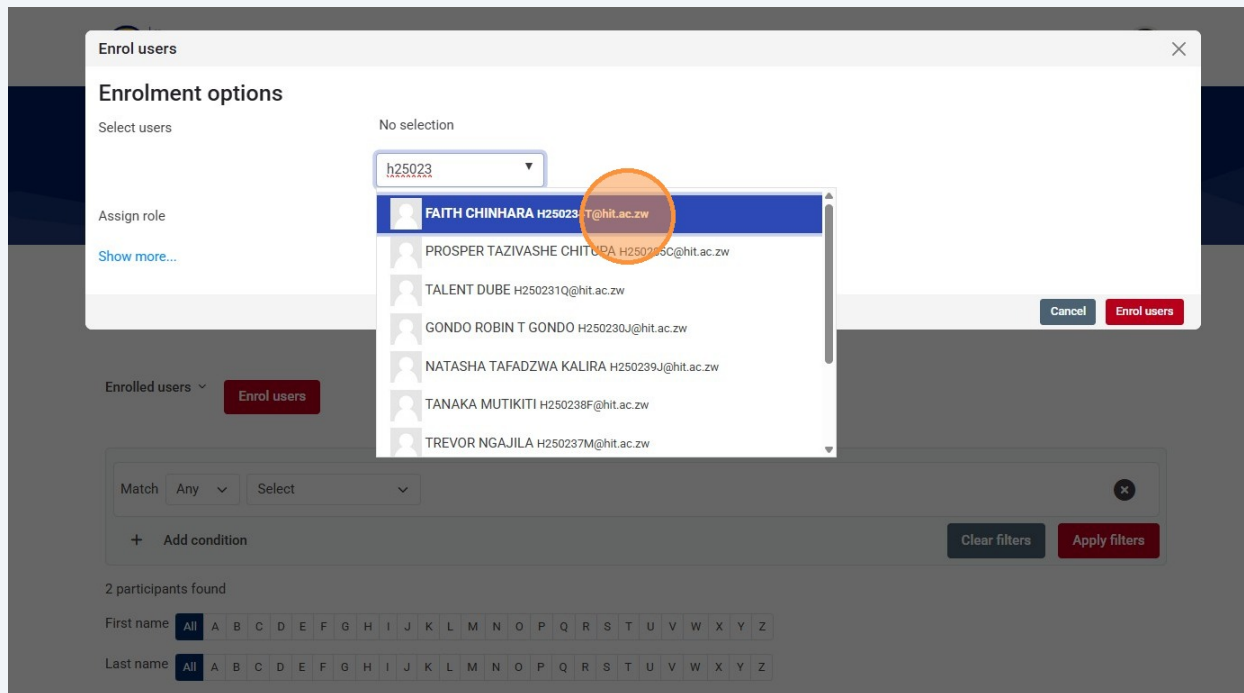
The screenshot shows the 'Mathematics repeated' course page. The 'Participants' tab is selected. An orange circle highlights the 'Enrol users' button. Below the button, there is a search bar with 'Match', 'Any', and 'Select' dropdowns. A table below shows 2 participants found, with columns for First name, Last name, Email address, Roles, Groups, Last access to course, and Status.

5 Click the "Select users" field and type in their username or student number

The screenshot shows the 'Enrol users' dialog box. The 'Select users' field is highlighted with an orange circle. The dialog box also shows 'Enrolment options', 'Assign role', and 'Show more...' links. At the bottom, there are 'Cancel' and 'Enrol users' buttons. Below the dialog box, the same search bar and participant table from the previous screenshot are visible.

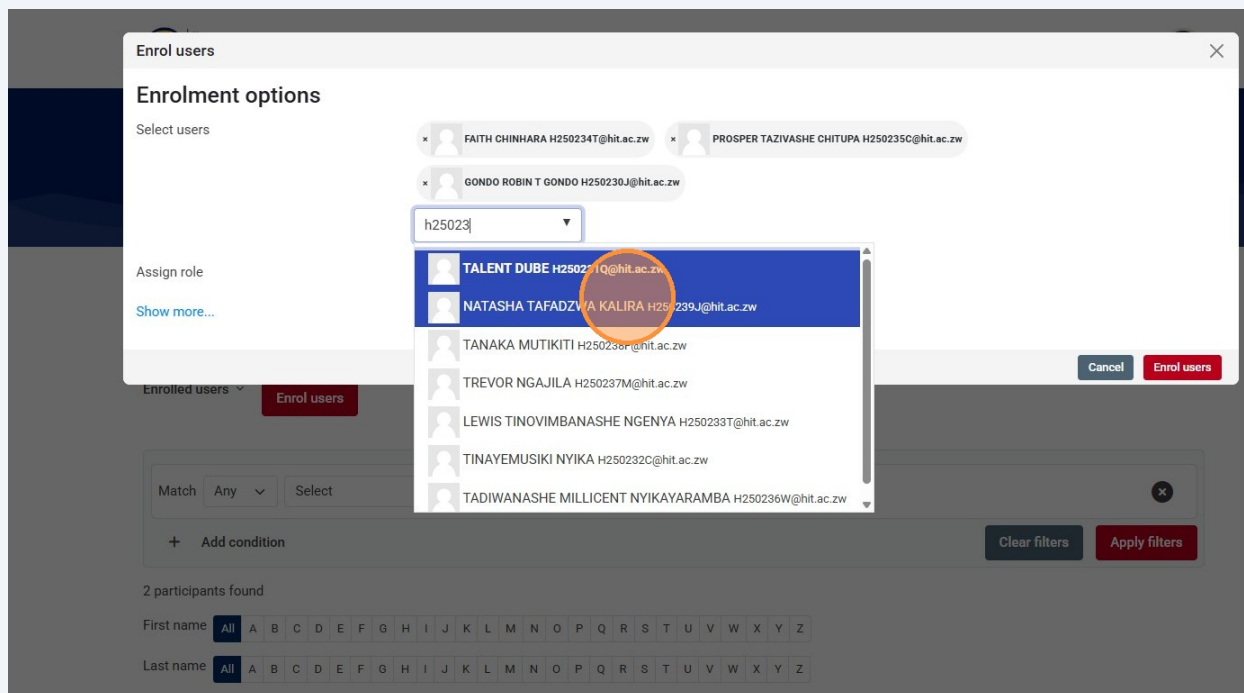
6

Select the user you want to add in the course and remove the student number to add a different student. Add up to 10 or more students at once in the course



7

Click "NATASHA TAFADZWA KALIRA H250239J@hit.ac.zw"



8 Click "H250231Q@hit.ac.zw"

Enrol users

Enrolment options

Select users

- FAITH CHINHARA H250234T@hit.ac.zw
- PROSPER TAZIVASHE CHITUPA H250235C@hit.ac.zw
- GONDO ROBIN T GONDO H250230J@hit.ac.zw
- NATASHA TAFADZWA KALIRA H250239J@hit.ac.zw
- TREVOR NGAJILA H250237M@hit.ac.zw

h25023

Assign role

Show more...

Match Any Select

+ Add condition

Clear filters Apply filters

2 participants found

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

Last 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

9 Click this dropdown. to select student as the role

Enrol users

Enrolment options

Select users

- FAITH CHINHARA H250234T@hit.ac.zw
- PROSPER TAZIVASHE CHITUPA H250235C@hit.ac.zw
- GONDO ROBIN T GONDO H250230J@hit.ac.zw
- NATASHA TAFADZWA KALIRA H250239J@hit.ac.zw
- TREVOR NGAJILA H250237M@hit.ac.zw

h25023

Assign role

Show more...

Match Any Select

+ Add condition

Clear filters Apply filters

2 participants found

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

Last 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

10 Click more to see other enrolments settings

Enrol users

Enrolment options

Select users

- FAITH CHINHARA H250234T@hit.ac.zw
- PROSPER TAZIVASHE CHITUPA H250235C@hit.ac.zw
- TALENT DUBE H250231Q@hit.ac.zw
- GONDO ROBIN T GONDO H250230J@hit.ac.zw
- NATASHA TAFADZWA KALIRA H250239J@hit.ac.zw
- TREVOR NGAJILA H250237M@hit.ac.zw

h25023

Assign role: Student

Show more...

Match: Any Select

+ Add condition

Clear filters Apply filters

2 participants found

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

Last 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

11 Once done with the settings Click "Enrol users" to enrol your selected users.

Done!!!!

Enrol users

Enrolment options

Select users: No selection

Search

Assign role: Student

Show more...

Cancel Enrol users

+ Add condition

Clear filters Apply filters

2 participants found

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

Last 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

	First name / Last name ↑	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Lyeonn Manyara	Imavondo@hit.ac.zw	Lecturer	No groups	3 secs	Active
<input type="checkbox"/>	Paul B Pasiparowa	ppasiparowa@hit.ac.zw	Lecturer	No groups	111 days 4 hours	Active

With selected users...