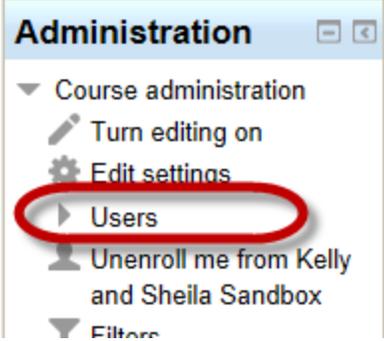
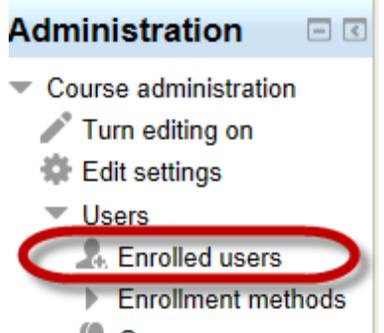


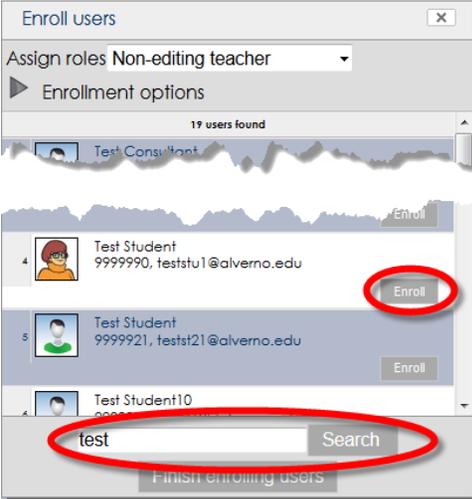
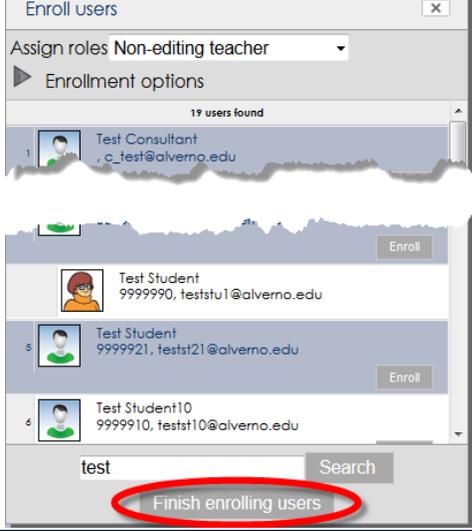
Adding Someone to Your Class

Use the following instructions to add someone to your course in Moodle. Roles that you can assign include Non-Editing Teacher, View Only Access and Collaborator. If you have any questions, please contact the helpdesk at helpdesk@alverno.edu.

Task	Screen Shot
<p>1. Enter your course in Moodle.</p> <p>Note: If you have a crosslisted (XList) course, you should enter one of the associated child courses, not the XList course. You cannot directly add a person to an XList course. Instead, you must add the person to a child course associated with the XList course, and Moodle will automatically add the person to the XList course.</p> <p>2. In the Administration block, click the Users link.</p>	 <p>The screenshot shows the 'Administration' block in Moodle. The 'Users' link is circled in red. Other visible options include 'Course administration', 'Turn editing on', 'Edit settings', 'Unenroll me from Kelly and Sheila Sandbox', and 'Filters'.</p>
<p>3. Click Enrolled users.</p>	 <p>The screenshot shows the 'Administration' block in Moodle. The 'Enrolled users' link is circled in red. Other visible options include 'Course administration', 'Turn editing on', 'Edit settings', 'Users', and 'Enrollment methods'.</p>

Task	Screen Shot										
<p>4. Click the Enroll users button at the right side of the screen.</p>	<p>The screenshot shows the 'Enrolled users' interface. At the top right, there is a red circle around the 'Enroll users' button. Below it is a table with columns for user information and enrollment methods.</p> <table border="1"> <thead> <tr> <th>First name / Last name ^ / ID number / Email</th> <th>Enrollment methods</th> </tr> </thead> <tbody> <tr> <td>Kelly Gomoll 152 Kelly.Gomoll@alverno.edu</td> <td>Manual enrollments from Thursday, February 28, 2013, 12:00 AM ⚙️ ✕</td> </tr> <tr> <td>Sheila Manhoff 181747 sheila.manhoff@alverno.edu</td> <td>Manual enrollments from Tuesday, February 5, 2013, 12:00 AM ⚙️ ✕</td> </tr> <tr> <td>Moodle Test 9999998 teststu1@alverno.edu</td> <td>Manual enrollments from Thursday, February 28, 2013, 12:00 AM ⚙️ ✕</td> </tr> <tr> <td>James Wend 66006 james.wend@alverno.edu</td> <td>Manual enrollments from Thursday, February 28, 2013, 12:00 AM ⚙️ ✕</td> </tr> </tbody> </table>	First name / Last name ^ / ID number / Email	Enrollment methods	Kelly Gomoll 152 Kelly.Gomoll@alverno.edu	Manual enrollments from Thursday, February 28, 2013, 12:00 AM ⚙️ ✕	Sheila Manhoff 181747 sheila.manhoff@alverno.edu	Manual enrollments from Tuesday, February 5, 2013, 12:00 AM ⚙️ ✕	Moodle Test 9999998 teststu1@alverno.edu	Manual enrollments from Thursday, February 28, 2013, 12:00 AM ⚙️ ✕	James Wend 66006 james.wend@alverno.edu	Manual enrollments from Thursday, February 28, 2013, 12:00 AM ⚙️ ✕
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<p>5. Choose the role for the person being added to the course.</p> <ul style="list-style-type: none"> Student– Only assign a student to a role if she is not taking the course for credit; otherwise, the student should be added by the Registrar. <p>Important: If you add a student to your course through Moodle, keep in mind the student will not be officially registered for the course. Students must register for the course through IOL to be an official student of your class, and students should also use IOL to drop a course. When a student registers for a course through IOL, she will be automatically added to your class in Moodle within 24 hours.</p> <ul style="list-style-type: none"> View only access– People in this role can view the course content, but cannot participate or make changes. 	<p>The screenshot shows the 'Enroll users' dialog box. A dropdown menu is open, showing the following options: Student, None, Non-editing teacher, Student, View Only Access, Collaborator without email, and Collaborator with email. The 'Collaborator without email' option is highlighted in blue.</p>										

Task	Screen Shot
<ul style="list-style-type: none">• Non-editing teacher role – This is a role for teaching assistants. The TA can grade/assess assignments but cannot make changes to the course like creating or editing assignments.• Collaborator with email - Faculty member can view and edit class, view grade book and student work, view and give feedback and participate in forums and other assignment. Receives class emails and emails generated by forums, but does not show up on course evaluations at the end of the semester (Evaluation Kit).• Collaborator without email - Faculty member can view and edit class, view grade book and student work, view and give feedback and participate in forums and other assignments. Does not receive class emails and emails generated by forums and does not show up on course evaluations at the end of the semester (Evaluation Kit).• Teacher or Co-instructor - The Teacher and Co-Instructor roles are not available for manual assignment in Moodle. These are assigned automatically based on Colleague. Anyone in the Teacher or Co-Instructor role is included in surveys when EvaluationKit is used for course evaluations. Contact the Registrar about any changes in instructors or co-instructors in a course.	

Task	Screen Shot
<p>6. Type in the first or last name of the person to add and click Search.</p> <p>7. Click the Enroll button for that person.</p>	 <p>The screenshot shows a web application window titled "Enroll users". At the top, there is a dropdown menu for "Assign roles" set to "Non-editing teacher" and a section for "Enrollment options". Below this, it indicates "19 users found". A search bar at the bottom contains the text "test" and a "Search" button. The search results list several users, including "Test Consultant" and "Test Student" entries. The "Enroll" button for the first "Test Student" entry is circled in red.</p>
<p>8. Click Finish enrolling users.</p>	 <p>This screenshot is similar to the previous one, showing the "Enroll users" interface with the search bar containing "test". In this view, the "Finish enrolling users" button at the bottom of the interface is circled in red.</p>

Task	Screen Shot															
<p>9. The new person will now appear in the list of enrolled users.</p>	<p>The screenshot shows a web interface titled "Enrolled users". At the top, there is a dropdown menu for "Enrollment methods" set to "All" and a button labeled "Enroll users". Below this is a table with the following columns: "First name / Last name / ID number / Email address", "Last access", "Roles", "Groups", and "Enrollment methods".</p> <table border="1"><thead><tr><th>First name / Last name / ID number / Email address</th><th>Last access</th><th>Roles</th><th>Groups</th><th>Enrollment methods</th></tr></thead><tbody><tr><td>Anita Eikens</td><td>1 sec</td><td>Teacher X</td><td>+</td><td>Manual enrollment</td></tr><tr><td>Test Student 9999990 teststu1@alverno.edu</td><td>3 days 21 hours</td><td>Non-editing teacher X</td><td>+</td><td>Manual enrollments from Thursday, September 12, 2013, 12:00</td></tr></tbody></table>	First name / Last name / ID number / Email address	Last access	Roles	Groups	Enrollment methods	Anita Eikens	1 sec	Teacher X	+	Manual enrollment	Test Student 9999990 teststu1@alverno.edu	3 days 21 hours	Non-editing teacher X	+	Manual enrollments from Thursday, September 12, 2013, 12:00
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