**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.

<table>
<thead>
<tr>
<th>Task</th>
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<tbody>
<tr>
<td><strong>1. Enter your course in Moodle.</strong></td>
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<td><strong>Note:</strong> 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.</td>
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<td><strong>2. In the Administration block, click the Users link.</strong></td>
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<tr>
<td><strong>3. Click Enrolled users.</strong></td>
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<table>
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<th>Screen Shot</th>
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<tr>
<td><img src="image1.png" alt="Administration" /></td>
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<td><img src="image2.png" alt="Administration" /></td>
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</tbody>
</table>
4. Click the Enroll users button at the right side of the screen.

5. Choose the role for the person being added to the course.

- **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.

  **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.

- **View only access** – People in this role can view the course content, but cannot participate or make changes.
### Adding Someone to Your Class

**Task**

- **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 assignments. 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.

**Screen Shot**
6. Type in the first or last name of the person to add and click Search.

7. Click the Enroll button for that person.

8. Click Finish enrolling users.
### Task

9. The new person will now appear in the list of enrolled users.

### Screen Shot

![Enrolled users screen shot](image-url)

- **Enrollment methods**: All
- **First name / Last name**: Anita Elongs
- **Email address**: anita.elongs@alverno.edu
- **Last access**: 1 sec
- **Roles**: Teacher X
- **Groups**: Manual

- **Test Student**
  - **ID number**: 9999990
  - **Email address**: teststu1@alverno.edu
  - **Hours**: 3 days 21 hours
  - **Roles**: Non-editing Teacher X
  - **Groups**: Manual

**Enroll users** button is highlighted.