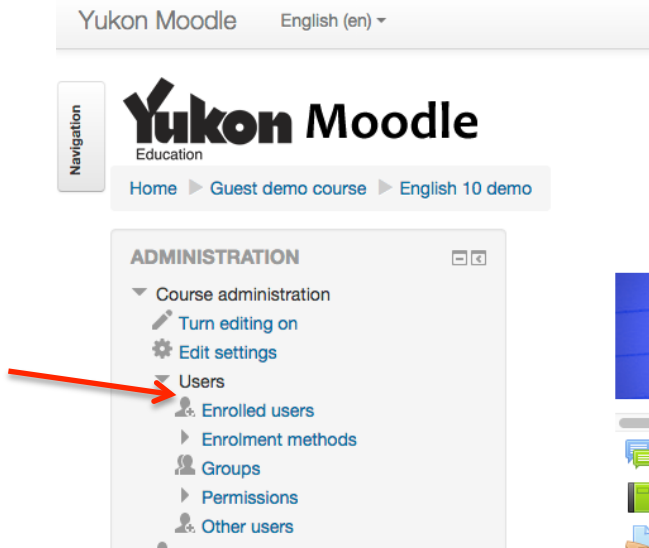


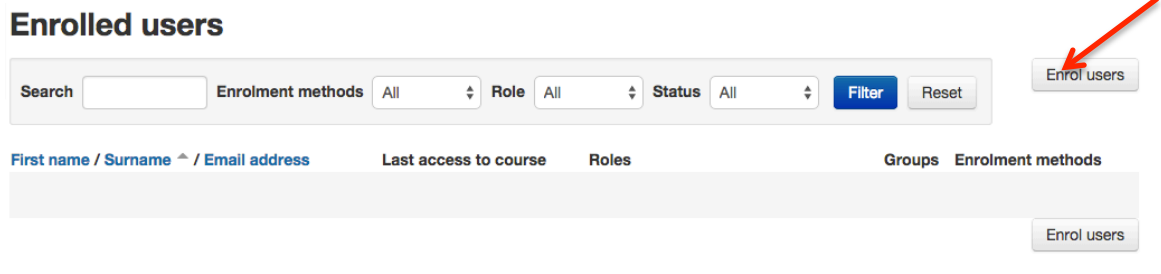
HOW TO ENROL INDIVIDUAL STUDENTS IN A MOODLE COURSE

(This can be done by anyone with the role of 'Teacher' in the course or 'Principal' in the category)

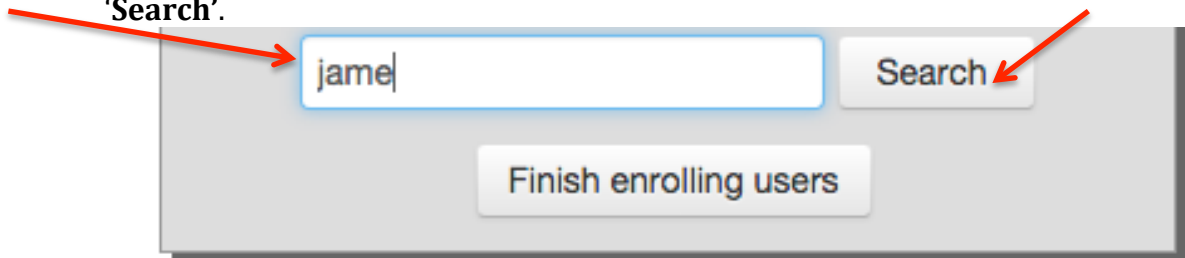
1. **Open the course** in which you want to enroll users
2. Click on: Administration > Course administration > Users > **Enrolled users**



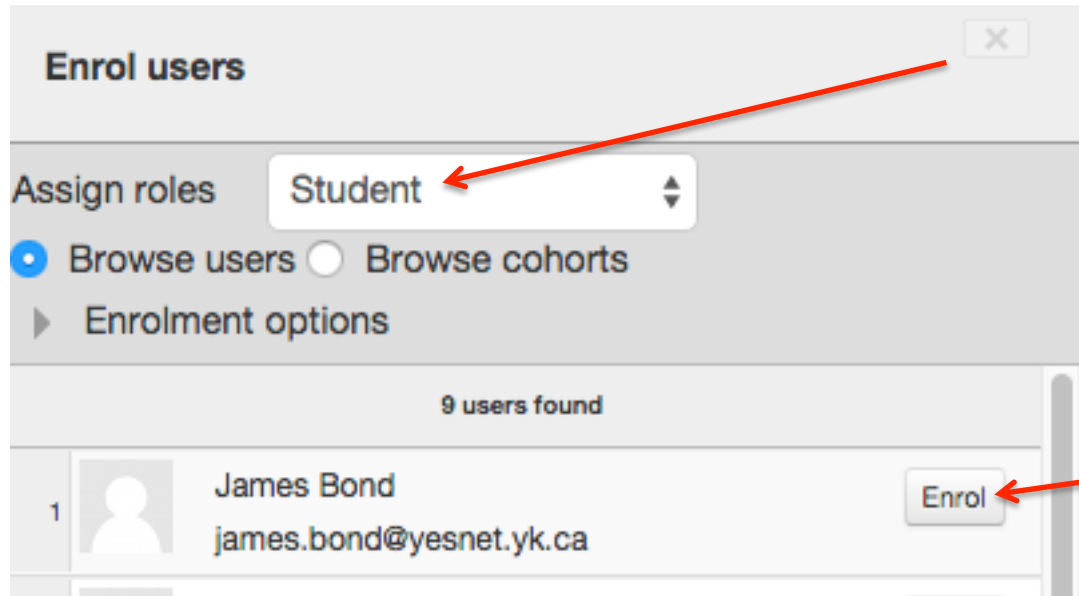
3. Click on button 'Enrol Users' (on right-hand side of page)



4. This takes you to the site directory. Use the 'Search' box to look for a user. Just type in **3-4 consecutive letters** from any part of their name, then hit 'Search'.



5. **Find** your chosen user in the list. **Confirm the role** (default is 'Student'). Click **'Enrol'**.



6. Repeat steps 4 and 5 for other students
7. Once you have all the students required, click on the button "Finish enrolling students"

