

## Enrolling Students Using Manual enrolment

1. Under Course Administration > Users > Click “Enrolment methods”
2. Ensure Manual enrolments is available (if not, “Add method”). If grey, click “eye” to make function visible to students

### Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	✖ 👁 ⚙
Self enrolment (Student)	0	↑	✖ 👁 ⚙

Add method Choose... ▾

3. Under Course Administration > Users > Enrolment methods > Click “Manual Enrolments”
4. Adjust settings as follows:

### Manual enrolments

▼ **Manual enrolments**

**Enable manual enrolments** ?

Yes ▾

**Default role**

Student ▾

**Default enrolment duration** ?

0 days ▾  Enable

**Notify before enrolment expires** ?

No ▾

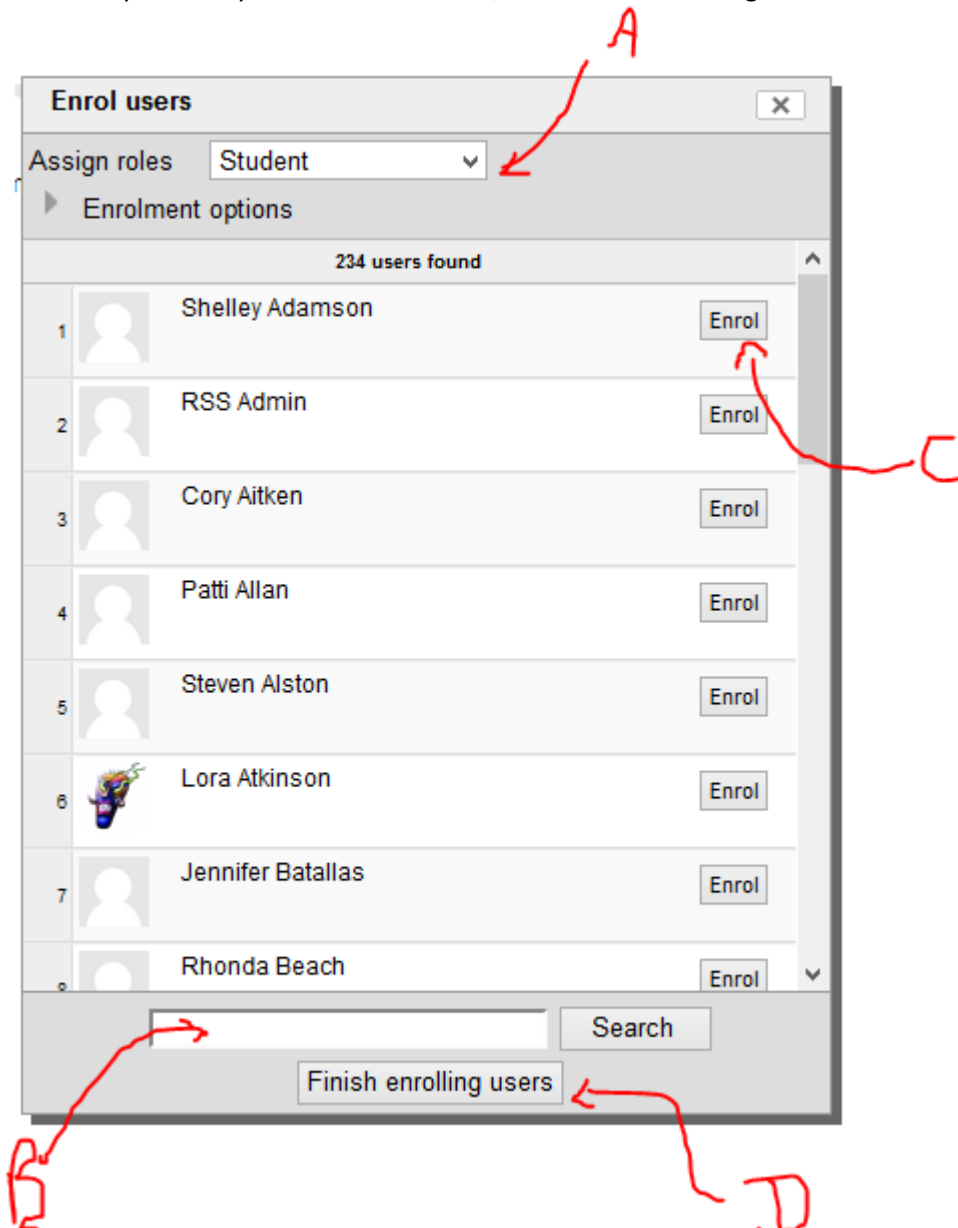
**Notification threshold** ?

1 days ▾

Save changes
Cancel



5. Under Course Administration > Users > Click "Enrolled Users"
6. Click "Enrol Users" button and:
  - A. Ensure student (default)
  - B. Start typing name of student (only partial is needed to search)
  - C. Once you see the student you wish to enroll, click "Enrol" button
  - D. Once you have your class all enrolled, click "Finish enrolling users"

A screenshot of a web application window titled "Enrol users". The window has a close button in the top right corner. Below the title bar, there is a section "Assign roles" with a dropdown menu currently set to "Student". A red arrow labeled "A" points to this dropdown. Below that is a section "Enrolment options". Underneath, it says "234 users found". A list of users is displayed, each with a small profile picture icon, a name, and an "Enrol" button. The users listed are: 1. Shelley Adamson, 2. RSS Admin, 3. Cory Aitken, 4. Patti Allan, 5. Steven Alston, 6. Lora Atkinson (with a colorful profile picture), 7. Jennifer Batallas, and 8. Rhonda Beach. A red arrow labeled "C" points to the "Enrol" button for "RSS Admin". At the bottom of the window, there is a search input field with a "Search" button to its right. A red arrow labeled "B" points to the search input field. Below the search field is a "Finish enrolling users" button. A red arrow labeled "D" points to this button.