

Directions to add your students into your Moodle classroom

1.) Log into Moodle: <http://moodle.lcisd.k12.mi.us>

Lapeer County ISD Moodle Server You are not logged in. English - United States (en_us)

Home » Login to the site

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

Username

Password

Login

☐ Remember username

[Forgotten your username or password?](#)

You are not logged in.

Home


2.) Choose the classroom you need to add students to. For this example, I am choosing the “Moodle PD Aug. 6-8 class”.

Lapeer County ISD Moodle Server You are logged in as Dawn Mosher (Logout)

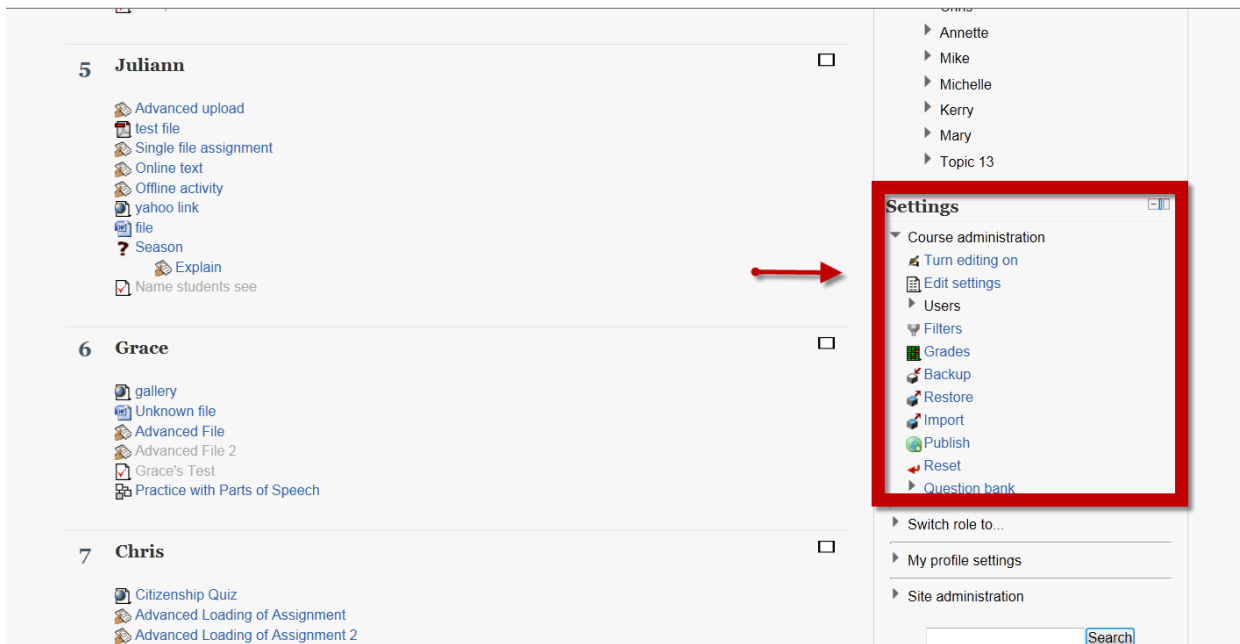
My home » Courses » Professional Development Search courses: Go

Course categories: Professional Development

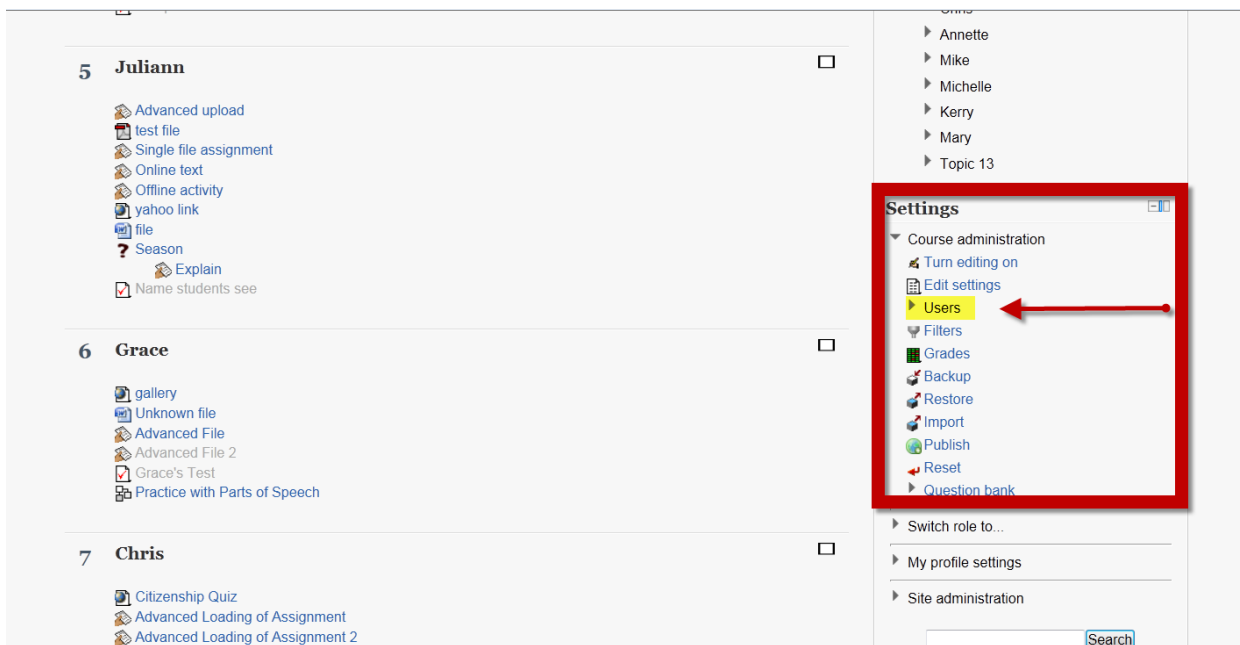
Courses

- Hyatt - Animal Science 1 copy 1
- test course
-  Moodle PD Aug. 6-8
- 2010/2011 New Teacher Professional Development
- 8th Grade Tech Assessment - master
- CyberBullying
- Elementary Principals Resource Page
- IT Department Employment Test
- Lapeer Community Schools Professional Development
- MASTERTeaching and Learning Online
- Personnel Technology Survey - 2010
- Using Technology in Career Exploration

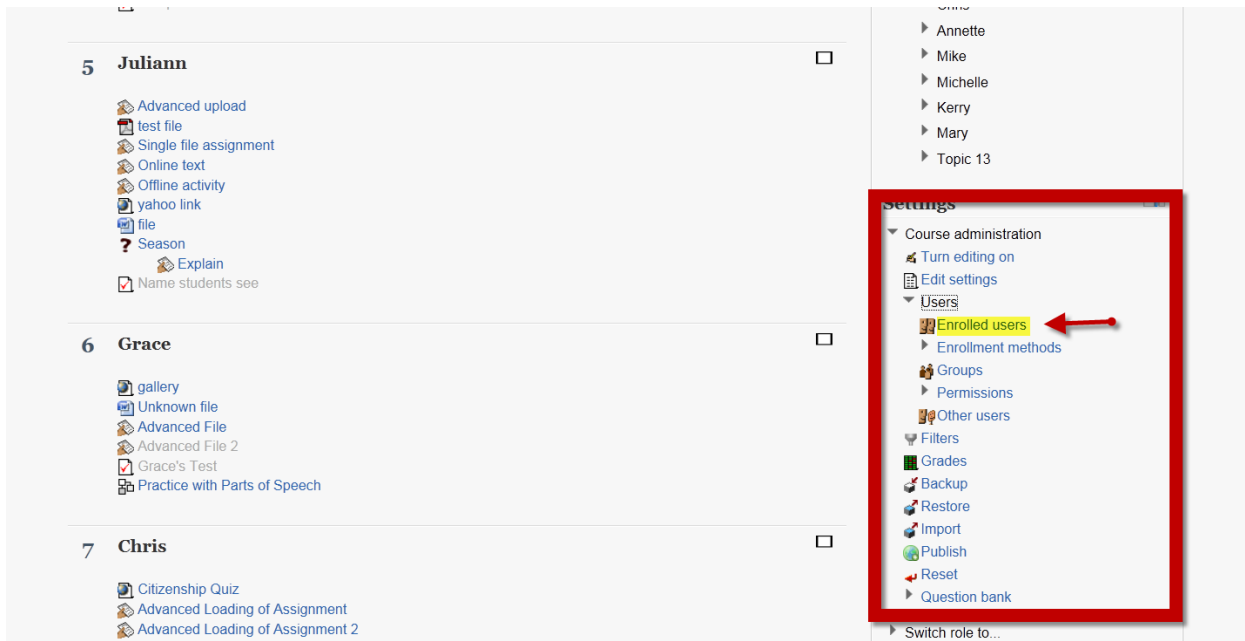
3.) Locate your “Settings” block.



4.) Click on “users”.

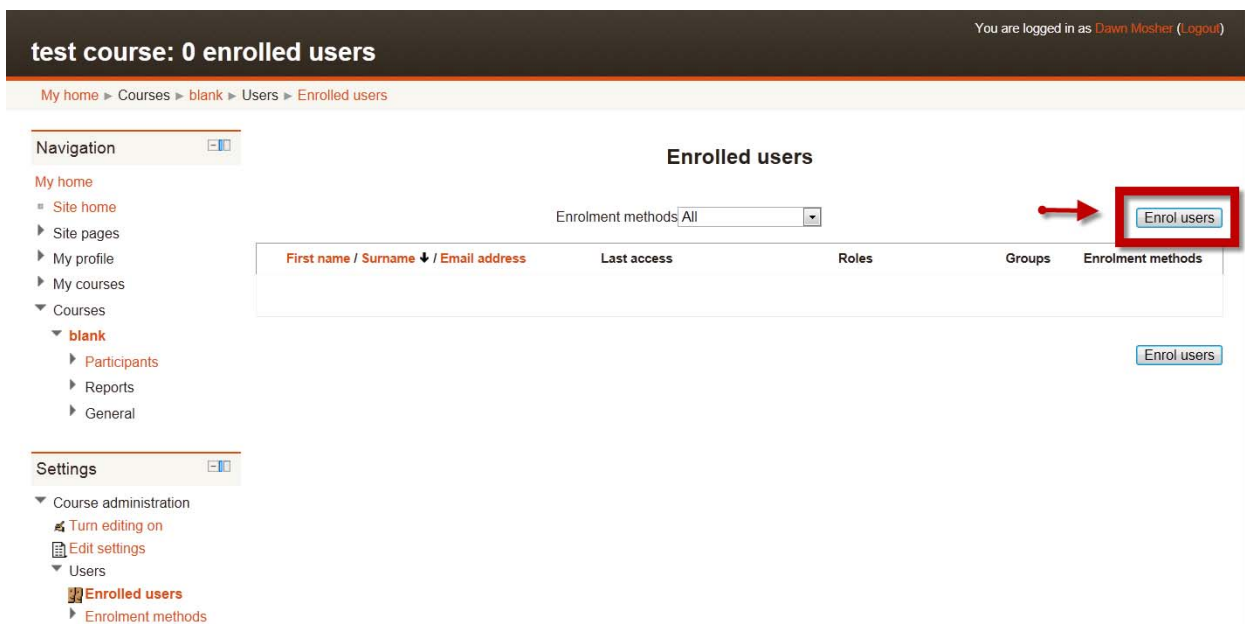


5.) Click on “enrolled users”.



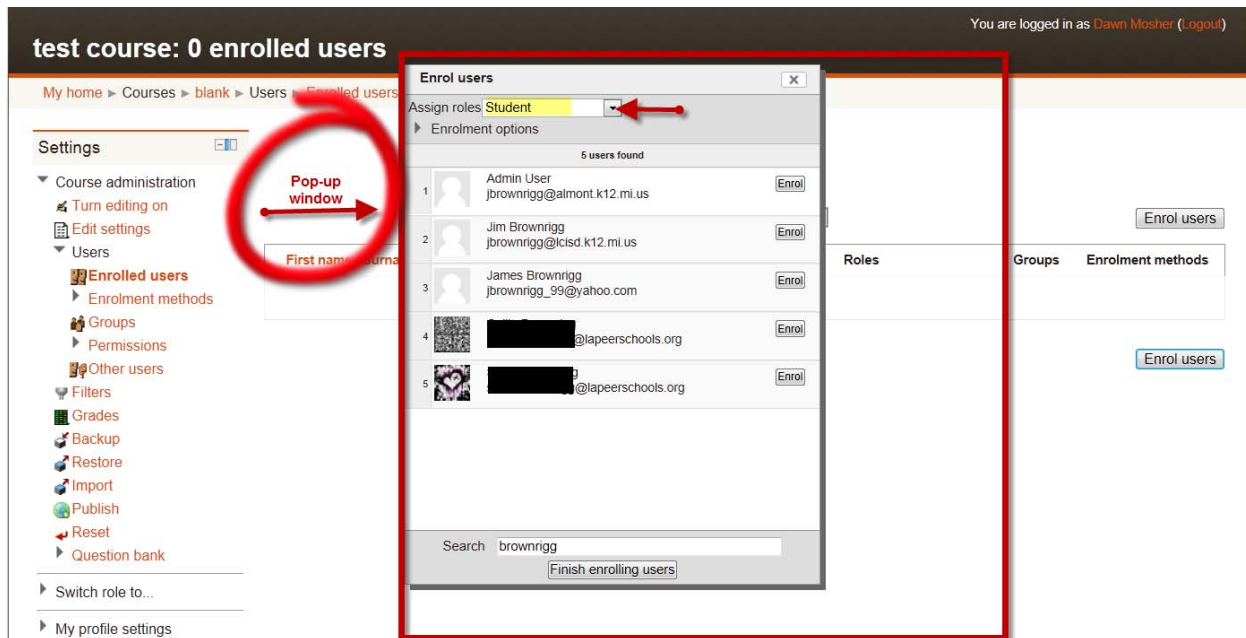
The screenshot shows a Moodle course page with a list of users on the left and a settings menu on the right. The users listed are Juliann, Grace, and Chris. The settings menu is open, and the 'Enrolled users' option is highlighted with a red arrow. The settings menu also includes options for Course administration, Users, Groups, Permissions, Other users, Filters, Grades, Backup, Restore, Import, Publish, Reset, and Question bank.

6.) Click on “enroll users”.

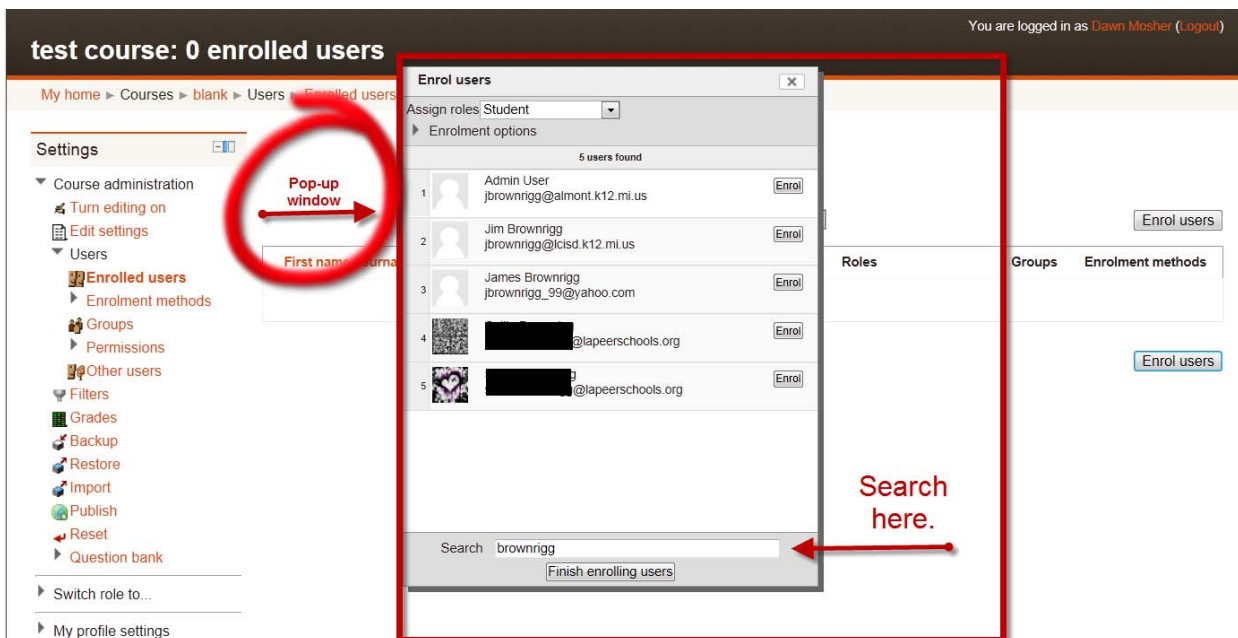


The screenshot shows the Moodle 'Enrolled users' page. The page header indicates 'test course: 0 enrolled users' and 'You are logged in as Dawn Moshier (Logout)'. The navigation menu on the left includes 'My home', 'Site home', 'Site pages', 'My profile', 'My courses', 'Courses', 'blank', 'Participants', 'Reports', and 'General'. The 'Enrolled users' section is active, showing a table with columns for 'First name / Surname', 'Email address', 'Last access', 'Roles', 'Groups', and 'Enrolment methods'. A red arrow points to the 'Enrol users' button in the top right corner of the table. The settings menu on the left also has 'Enrolled users' highlighted.

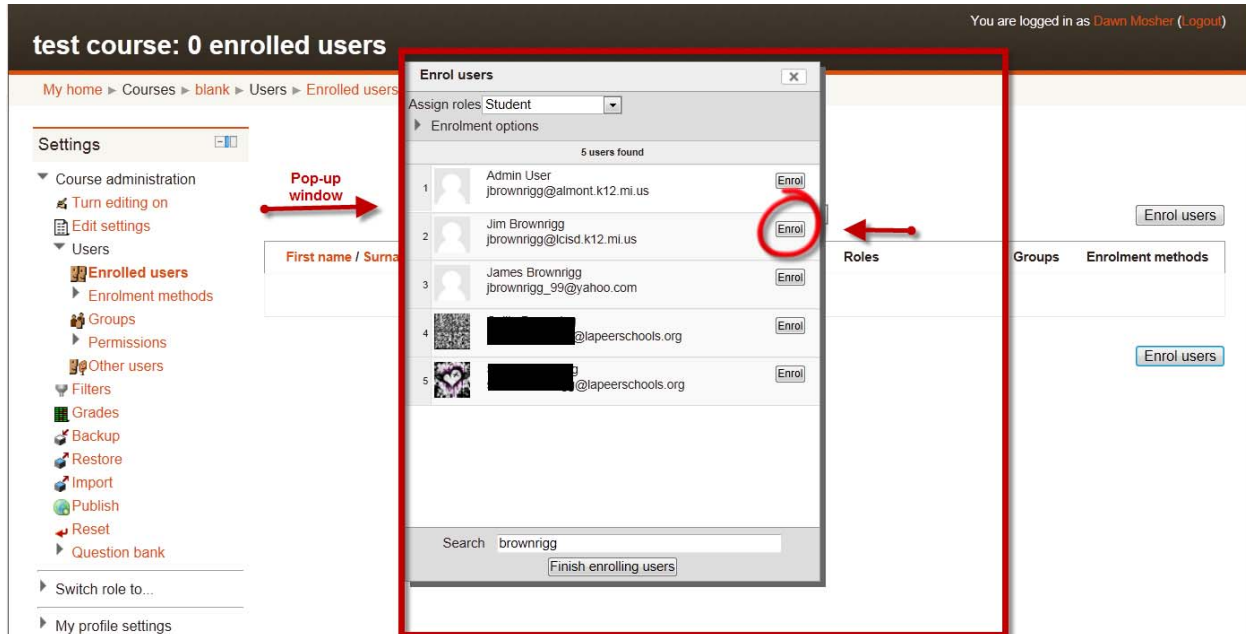
7.) A pop-up window will appear. Be sure the “assign roles” box is set on student. (By default this is already set to student).



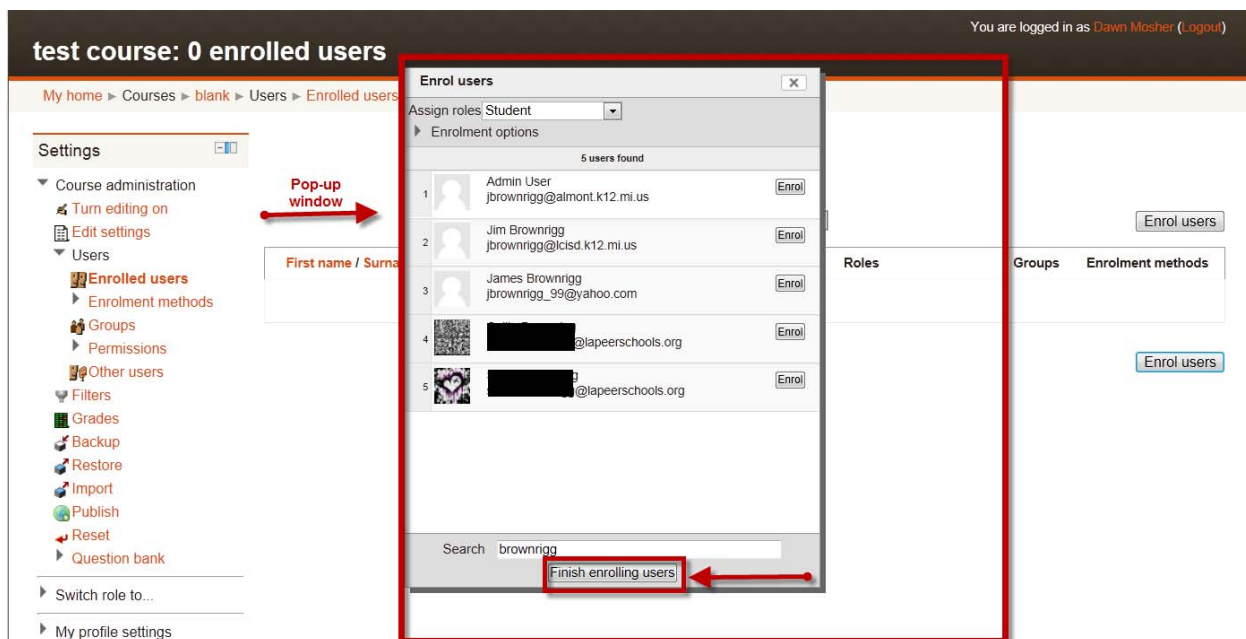
8.) Search for your students name in the search box.



- 9.) Click the “enroll” box to the right of the student’s name. Once you click “enroll” the name will indent and the enroll button will disappear. Search for your next student and repeat until you’ve found all of your students.



- 10.) Click “finish enrolling users” button. Students are now added to your class.



[My home](#) ► [Courses](#) ► [blank](#) ► [Users](#) ► [Enrolled users](#)

Settings

▼ Course administration

Turn editing on

Edit settings

▼ Users

Enrolled users► [Enrolment methods](#) [Groups](#)► [Permissions](#) [Other users](#) [Filters](#) [Grades](#) [Backup](#) [Restore](#) [Import](#) [Publish](#) [Reset](#)► [Question bank](#)

► Switch role to...

► My profile settings

Enrolled users

Enrolment methods [Enrol users](#)

First name / Surname ↓ / Email address	Last access	Roles	Groups	Enrolment methods
Jim Brownrigg jbrownrigg@icisd.k12.mi.us	21 hours 50 mins	Student ✕		Manual enrolments from Wednesday, 29 August 2012, 12:00 AM ✕

[Enrol users](#)