

Unenrolling and Enrolling Learners (Moodle Method)

Please keep in mind that users can be added to and removed from a course on the Avenue portal. The following instructions explain how to unenroll and enroll students from within a Moodle course.

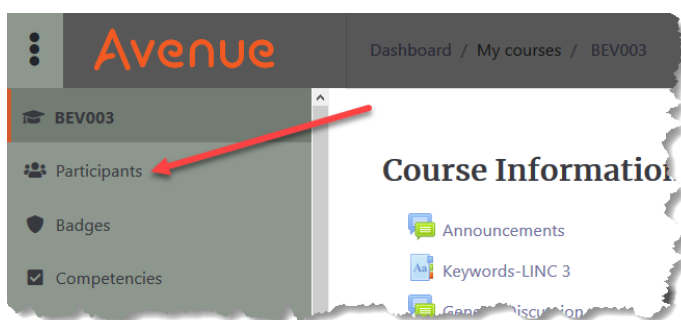
Unenrolling Learners from a Course

There are two ways to unenroll all learners from a course.

If all the learners are to be removed from a course, the most efficient way is to use the **Course reset** function. This is found in the course **Actions** menu, near the **Turn editing on** button on the main course page. Instructors can use the **Course reset** function to remove learners without changing anything else in the course if needed.

Individual learners can be removed from a course one at a time with the manual enrollment feature, following these steps:

1. Click on **Participants** in the **Navigation drawer** to display the **Participants** page.



2. Click the **Delete** icon next to the name of the target learner in the **Status** column.



	First name ^ / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Ahmed Ali	ahmedali@fakemail.ca	Student	No groups	8 days 17 hours	Active
<input type="checkbox"/>	Beverly Davis	beverlydavis@fakemail.ca	Teacher	No groups	1 sec	Active
<input type="checkbox"/>	Eduardo Garcia	eduardogarcia@fakemail.ca	Student	No groups	7 days 11 hours	Active
<input type="checkbox"/>	Lee Chan	leechan@fakemail.ca	Student	No groups	32 days 13 hours	Active
<input type="checkbox"/>	Maria Guptez	mariaguptez@fakemail.ca	Student	No groups	24 days 11 hours	Active
<input type="checkbox"/>	Sepideh Alavi	alavisepideh@gmail.com	No roles	No groups	1 day 12 hours	Active

3. Click the **Unenrol** button to confirm removing this user from the course.

Unenrol ×

Do you really want to unenrol "Ahmed Ali" (previously enrolled via "Manual enrolments") from "Going to the Bank (LINC 4)"?

Enrolling Learners with User Accounts in a Course

Instructors can add learners to their course if those learner already have Avenue user accounts by following these steps.

1. Click on **Participants** in the **Navigation drawer** to display the **Participants** page.

- Click the **Enrol users** button to add more learners (or instructors) to the course.

No filters applied

Search keyword or select filter

Number of participants: 6

First name A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<input type="checkbox"/>	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Ahmed Ali	ahmedali@fakemail.ca	Student	No groups	1 hour 39 mins	Active
<input type="checkbox"/>	Beverly Davis	beverlydavis@fakemail.ca	Teacher	No groups	39 mins 22 secs	Active
<input type="checkbox"/>	Eduardo Garcia	eduardogarcia@fakemail.ca	Student	No groups	2 days 18 hours	Active
<input type="checkbox"/>	Lee Chan	leechan@fakemail.ca	Student	No groups	23 days 21 hours	Active
<input type="checkbox"/>	Maria Gupte	mariaguptez@fakemail.ca	Student	No groups	15 days 19 hours	Active
<input type="checkbox"/>	Sepideh Alavi		Manager	No groups	now	Active

With selected users... Choose...

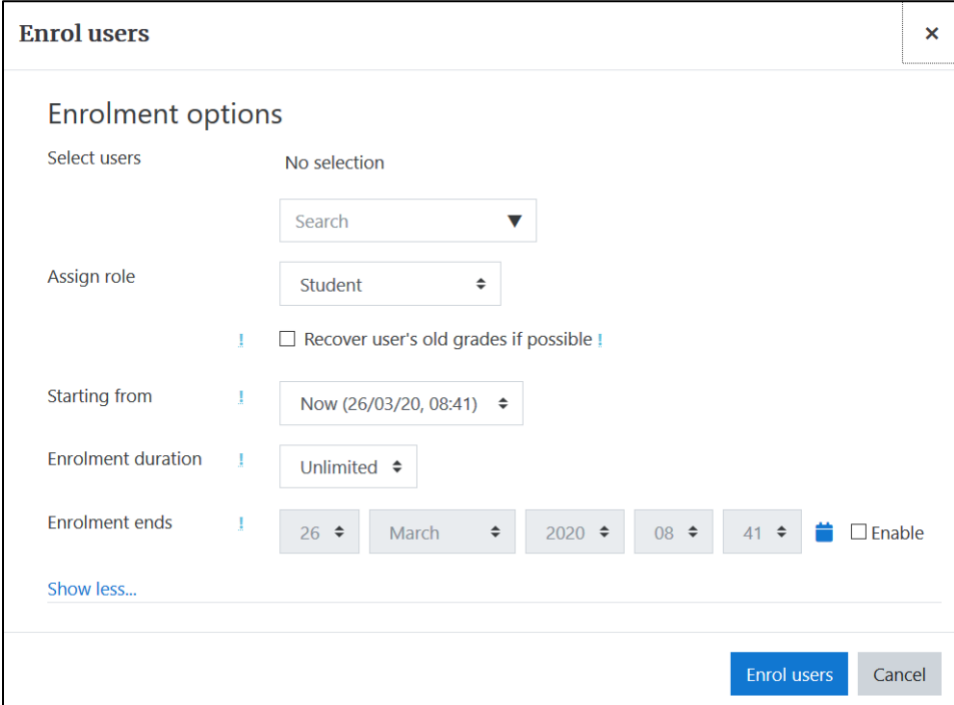
- Use the **Search** filter of the window to find learners not appearing in the list. Try searching by typing in their **surnames**, which are often more distinctive than their first names. Multiple learners can be enrolled before closing this window.

and

- is Aranda Moyano
- la Hsun amanda.hsun
- h Khandehroo dr.kh
- pugliese pugliesesan
- Van Dorp vandorpn@
- vanDuinkerken cava
- Vauxenhall NoVa@sc

- The default setting for the **Assign roles** drop-down menu is **Student**. Instructors can use this setting to enroll a **non-editing** teacher.
- More options are available if you click on the **show more** link.
- Choose the enrolment **start date**, **duration** and **end date** and click on **Enrol users**.

The newly enrolled learner(s) will appear in the list on the **Enrolled users** page.



The screenshot shows the 'Enrol users' dialog box in Moodle. It has a title bar with a close button (X). The main content is titled 'Enrolment options'. It includes a 'Select users' dropdown menu currently set to 'No selection' with a search input field below it. The 'Assign role' dropdown is set to 'Student'. There is a checkbox for 'Recover user's old grades if possible' which is currently unchecked. The 'Starting from' dropdown is set to 'Now (26/03/20, 08:41)'. The 'Enrolment duration' dropdown is set to 'Unlimited'. The 'Enrolment ends' section has five date pickers for day, month, year, hour, and minute, currently set to 26, March, 2020, 08, and 41 respectively. There is also a checkbox for 'Enable' which is currently unchecked. At the bottom right, there are two buttons: 'Enrol users' (in blue) and 'Cancel' (in grey). A 'Show less...' link is located at the bottom left of the dialog.

Important Note: Please be careful when enrolling learners. Learners in other LINC programs are also listed here.

Video Resource

Enrolling Users

https://youtu.be/cfWatVT6U_M

Resources

[Moodle Documents: Course enrolment](https://docs.moodle.org/39/en/Course_enrolment)

<https://docs.moodle.org/39/en/Course_enrolment>

[Moodle Documents: Unenrolment](https://docs.moodle.org/39/en/Unenrolment)

<<https://docs.moodle.org/39/en/Unenrolment>>

[Moodle Documents: Enrolment FAQ](https://docs.moodle.org/39/en/Enrolment_FAQ)

<https://docs.moodle.org/39/en/Enrolment_FAQ>