

Adding and Removing Learner Account

Programs using the LINC courseware at a number of Canadian Language Benchmark levels may find it convenient to unenroll learners from one course and enroll them in the next course. The LearnIT2teach team does not, at this time, manage individual learner accounts, but we do offer the following instructions to add and remove learners in courses.

Please keep in mind that new generic learner accounts can always be added to a course by requesting them from a mentor. It is not necessary for teachers or programs to manage individual learner accounts if a course is reset and new accounts are added at the beginning of each session.

Removing (Unenrolling) Learners from a Course

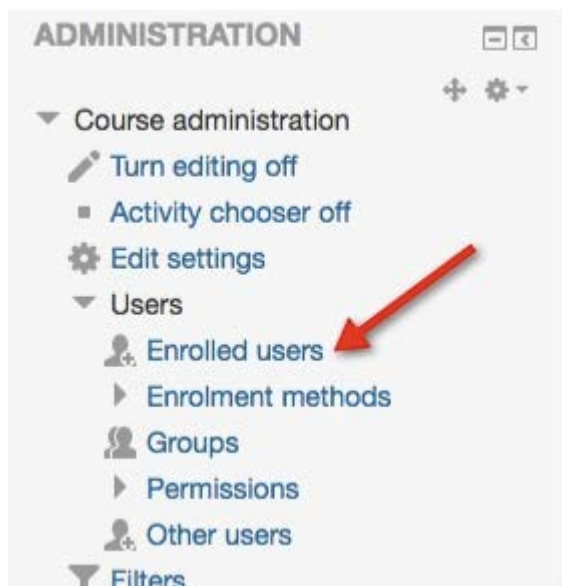
There are two ways to unenroll all learners from a course.

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 administration* section of the *Administration* block. 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:

There are two levels of groups:

1. Click *Enrolled users* in the *Course administration* section of the *Administration* block









The *Enrolled users* page appears, listing all the participants enrolled in the course.

2. Click the *Delete* icon **X** next to the name of the target learner in the *Enrolment methods* column. (Do not click the *Delete* icon in the *Roles* column. This will not remove the learner from the course. It will remove only that assigned role.)

Enrolled users

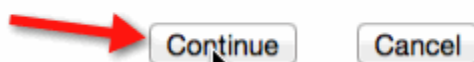
Search Enrolment methods Role

First name / Surname ^ / Email address	Last access	Roles	Groups	Enrolment methods
 Lee Chan lee44@email.ca	28 days 4 hours	Student X	<input type="button" value="Add"/>	Manual enrolments from Tuesday, 19 November 2013, 12:00 AM <input type="button" value="Settings"/> <input type="button" value="X"/>
 Veronica Dexter VeDe@schoolboard.org	107 days 7 hours	Student X	<input type="button" value="Add"/>	Manual enrolments from Tuesday, 10 September 2013, 12:00 AM <input type="button" value="Settings"/> <input type="button" value="X"/>
 Jorge Garcia jimbedgar@yahoo.com	18 days 5 hours	Student X	<input type="button" value="Add"/>	Manual enrolments from Tuesday, 19 November 2013, 12:00 AM <input type="button" value="Settings"/> <input type="button" value="X"/>
 Maria Gupta Guppy5@email.ca	26 days 19 hours	Student X	<input type="button" value="Add"/>	Manual enrolments from Tuesday, 19 November 2013, 12:00 AM <input type="button" value="Settings"/> <input type="button" value="X"/>
 Kimberly Kim kk2000pop@email.ca	Never	Student X	<input type="button" value="Add"/>	Manual enrolments from Tuesday, 19 November 2013, 12:00 AM <input type="button" value="Settings"/> <input type="button" value="X"/>
 Ed Linc teacher@email.com	6 secs	Teacher	<input type="button" value="Add"/>	Manual enrolments from Wednesday, 18 September 2013, 12:00 AM <input type="button" value="Settings"/> <input type="button" value="X"/>

Note: A yellow callout bubble with the text "Not here!" points to the 'Student X' role for Veronica Dexter. A red arrow points to the 'Settings' button for Veronica Dexter's enrolment method.

Click the *Continue* button to confirm that this user will be removed from the course.

Do you really want to unenrol user "Veronica Dexter" from course "LINC 5 (RG)"?



The *Enrolled users* page reappears. Click the *Continue* button to remove the learner from the course.

Enrolling Learners with User Accounts in a Course

Instructors can add learners with edulinc user accounts to their course by following these steps.

1. Click *Enrolled users* in the *Course administration* section of the *Administration* block. The *Enrolled users'* page, listing all of the participants enrolled in the course, appears.

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

First name / Surname ^ / Email address	Last access	Roles	Groups	Enrolment methods
Lee Chan lee44@email.ca	28 days 4 hours	Student X		Manual enrolments from Tuesday, 19 November 2013, 12:00 AM X
Jorge Garcia jimbedgar@yahoo.com	18 days 5 hours	Student X		Manual enrolments from Tuesday, 19 November 2013, 12:00 AM X
Maria Guptaz	26 days 20 hours	Student X		Manual enrolments

The *Enrolled users* window appears.

Enrol users

Assign roles Student

Enrolment options

3	Veronica Dexter VeDe@schoolboard.org	Enrol
4	Jim Edgar jimbedgar@yahoo.com	Enrol
5	firstname102 lastname102 xxxxx@email.ca	Enrol
6	firstname103 lastname103 xxxxx@email.ca	Enrol
7	firstname104 lastname104 xxxxx@email.ca	Enrol
8	firstname105 lastname105 xxxxx@email.ca	Enrol
9	firstname106 lastname106 xxxxx@email.ca	Enrol
10	firstname107 lastname107 xxxxx@email.ca	Enrol

Search

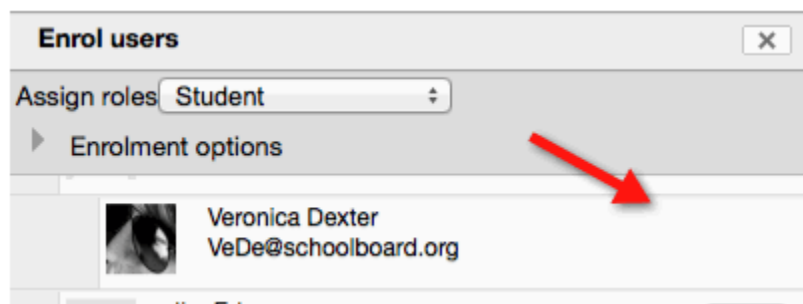
Finish enrolling users

The default setting for the *Assign roles* drop-down menu is *Student*. (Instructors can use this setting to enroll a non-editing teacher.)

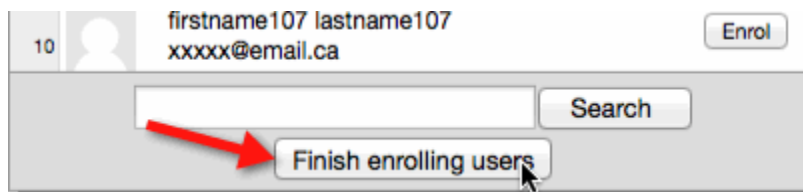
Use the *Search* filter near the bottom of the window to find learners not appearing in the list. Try searching by typing in their surnames, which are often more distinctive than their first names.

3. Click the *Enrol* button next to the target learner. Multiple learners can be enrolled before closing this window.

After clicking this button, the button disappears from the list.



4. Click the *Finish enrolling users* button when the enrollment is complete.



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

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

Learners with Multiple Accounts

Many instructors may find it easier to assign learners with new accounts instead of manually enrolling and unenrolling learners. When doing this, learners will likely try to use the same email address in different user accounts. Moodle does not allow use of the same address, and will block the learner from using the same email address in the second account. If the learner doesn't have a second email address, he or she can be asked to slightly modify the email address in the first account which will no longer be used. Alternatively, you can ask your mentor to request that the unwanted account be deleted.