

## Managing Participants to Moodle

**Intro:** It is possible for instructors to add or remove participants from a Moodle course. Many times instructors will want to add a guest instructor, a student who needs make up an incomplete or a special lecturer. If a student exists in the NJIT Moodle database, this tutorial will outline how to assign him/her to a specific course. If you follow these steps and can not find the student please send an email to [moodle.admin@njit.edu](mailto:moodle.admin@njit.edu).

### Adding/Removing Participants to Moodle

1. Log into Moodle and navigate to your course.
2. Click on the “**Assign roles**” from the “**Administration**” block (see figure 1).

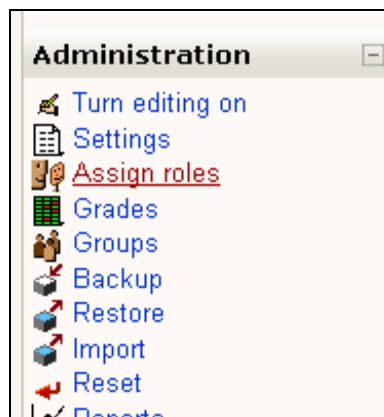


Figure 1: Assign roles

3. The “**Assign roles in Course:...**” screen will list all the roles that exist in the course, a description for each role, as well as the number and names of users currently added to a course (see figure 2). Most instructors will want to add users as either a “**Student**” or “**Teacher**”.

Roles	Description	Users	
<b>Administrator</b>	Administrators can usually do anything on the site, in all courses.	0	
<b>Course creator</b>	Course creators can create new courses and teach in them.	0	
<b>Teacher</b>	Teachers can do anything within a course, including changing the activities and grading students.	2	Jerry Fjermestad Roxanne Hiltz
<b>Non-editing teacher</b>	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0	
<b>Student</b>	Students generally have less privileges within a course.	3	Julia Stephen Lori
<b>Guest</b>	Guests have minimal privileges and usually can not enter text anywhere.	0	

Figure 2: Assign roles in Course:...screen

4. Click on the appropriate role. For example, if you wanted to add a student click on the “**Student**” link. **Note:** the same steps will apply regardless of which role is selected.
5. From the “**Assign Roles**” screen type the student’s name in the “**potential users**” text field and click the “**Search**” button (see “haggerty” in figure 3). **Note:** if a user’s name is not found please email [moodle.admin@njit.edu](mailto:moodle.admin@njit.edu).

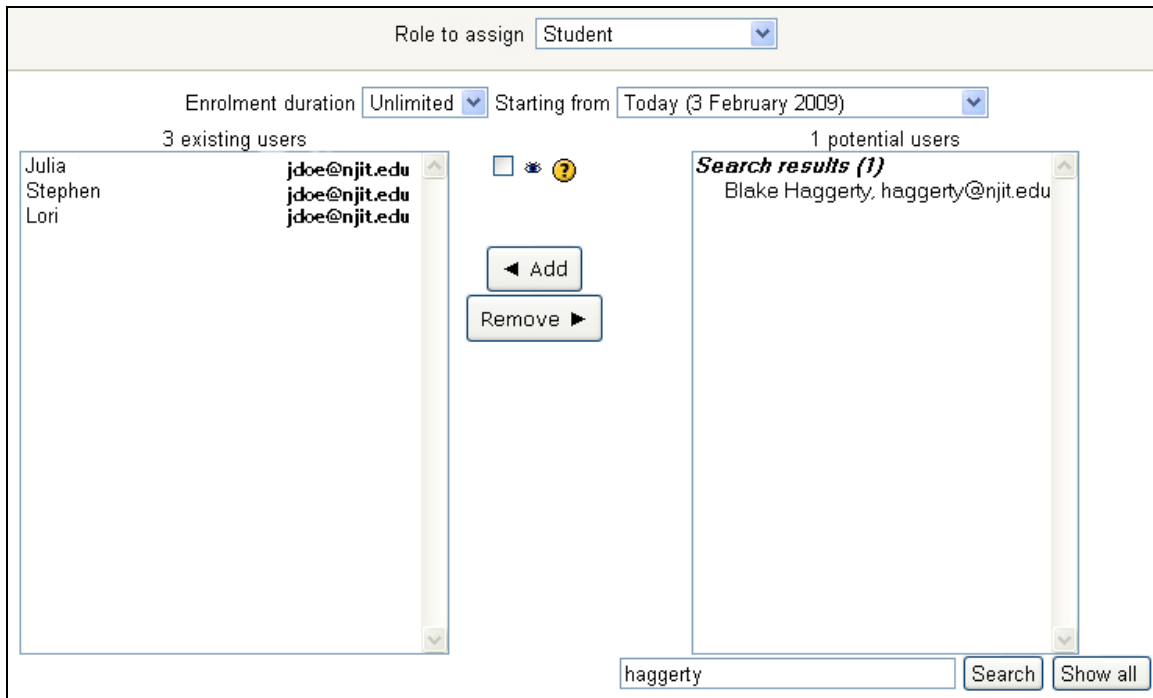


Figure 3: Assign roles

6. If the username is found, highlight the name and click the “**Add**” button (see figure 3). The student will now have access to the course.
7. If you would like to delete a user from your course, highlight the users name from the list of “**existing users**” and click the “**Remove**” button.