

Checking Course Enrollment Using Moodle

Instructors are able to check the enrollment for their courses using Moodle. Enrollment is fed to Moodle from our Student Information Systems (SIS) and is updated four times every day. To check to see who is enrolled in your course follow these directions:

1. Go to <http://moodle.njit.edu> and login using your UCID login and password.

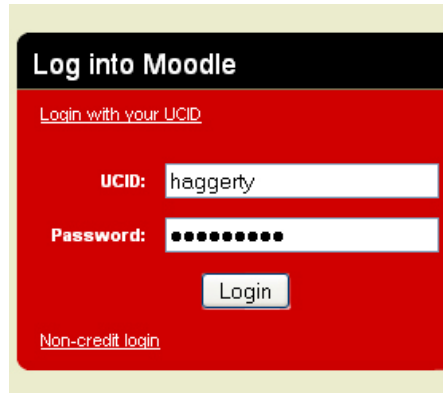


Figure 1: Log into Moodle

2. After logging in users will be taken to the “My Moodle” screen where they see their courses. To enter a course, go to the “My Courses” block located in the upper left portion of the screen. Below the little icon of the house with the words “NJIT” there will be folders for each semester (see figure 2). Click on the “+” sign to expand the folder and list all of your courses.

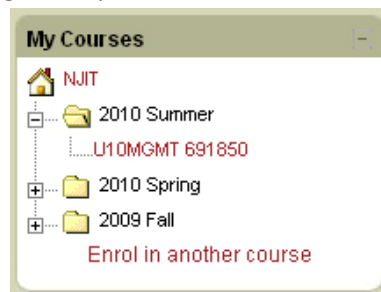


Figure 2: My Courses

3. Enter a course by clicking on the course title. For example, “U10MGMT 691850” in figure 2.
4. Click on the “Participants” link from the “People” block (see figure 3).



Figure 3: Participants link

5. The Participants screen will list the students enrolled in your course (figure 4).
 - Each user has a small image or “avatar” that is associated with their profile. By default this is a yellow smiley face. Users can change this to an image by editing their profile.
 - It is possible to sort students alphabetically either by first or last name (surname). To sort by last name click on the “Surname” link. To sort by first name click “First name”.
 - If you have a large class the student list may be broken up across multiple pages. For example, there are two pages of students in figure 4.
 - As an instructor, you will be included in the list of “Participants”. Keep that in mind when looking at the “All participants:” number. For example, if there are 25 participants listed 24 of those will be students.

The screenshot shows the Moodle interface for the course 'MGMT 691852 - LEGAL & ETHICAL ISSUES'. The 'Participants' tab is active. The page displays a list of participants with the following data:

User picture	First name / Surname	City/town	Country	Last access ↑	Select
	will clarke	union	Belarus	6 days 3 hours	<input type="checkbox"/>
	Philip Clarke	Magnolia	United States	18 days	<input type="checkbox"/>
	David Taylor	ChangeMe	United States	18 days 17 hours	<input type="checkbox"/>
	Isabella Clarke Clarke	East Newark, Harris	United States	27 days 1 hour	<input type="checkbox"/>
	Isabella Clarke	ChangeMe	United States	28 days 19 hours	<input type="checkbox"/>
	Isabella Clarke	ChangeMe	United States	41 days 20 hours	<input type="checkbox"/>

Annotations in the image include:

- Student Avatar:** Points to the user picture column.
- Sort by First or Last Name:** Points to the 'First name / Surname' header.
- Student's Name:** Points to the 'will clarke' entry in the first name column.
- Note: There are two screens with student information:** Points to the 'Page: 1 2 (Next)' pagination link.

Figure 4: All Participants.

6. If at any point you need assistance please contact moodle.admin@njit.edu.