

HOW TO ADD TEACHERS, NON-EDITING TEACHERS OR COURSE

ADMINISTRATORS

1. Go to the course. In the navigation bar on the right, select Participants

	🏟 - 🔽	furn editing on	Hide blocks
📥 Navigation			[
🚳 Home			
🚯 Dashboard			
> Site pages			
✓ My courses			
~ KS			
> Participants			
Badges			
Competencies			

2. You will see the following screen. Click Enrol Users



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3. Please ensure the user you are attempting to enrol in your course has logged onto learn 2023, before attempting to enrol them. Enter the username OR email address OR staff/student number. Once the search is complete, select the user you wish to add.

Enrol users		*
Enrolment op	tions	
Select users	No selection	
	Search 🔻	
Assign role	Student ¢	
Show more		
	Enrol users	Cancel

4. Click on the **Assign Role** drop-down arrow and select the role that applies

Enrol users		
Enrolment op	otions	
Select users	No selection	
	Search 🔻	
Assign role	Student ¢	
	Manager	
Show more	Teacher	
	Non-editing teacher Student	
		Enrol users Cance

5. Click Enrol selected users

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