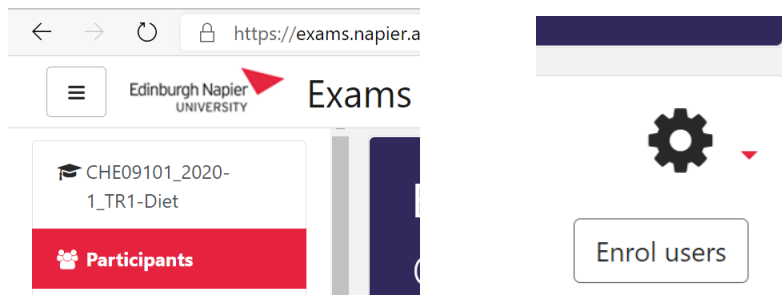


Moodle Exams – Manually Enrolling Students

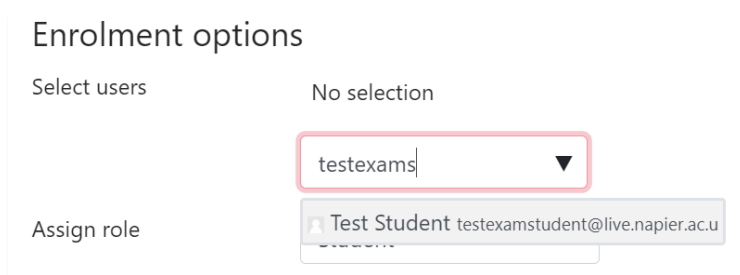
Students who are in reassessment for the current and previous academic sessions are included in the data feed from SITS and therefore have access to the Moodle exam automatically.

Students who are in reassessment earlier than the previous academic session need to be added manually to the Moodle exam.

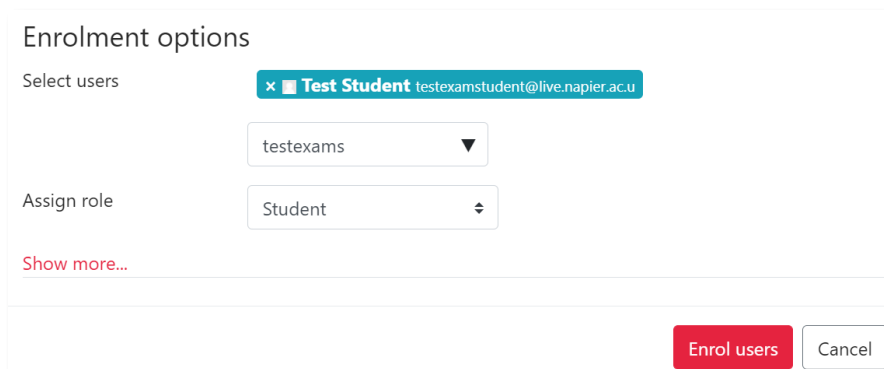
1. Locate the exam and click *Participants* from the side panel. Then click the *Enrol users* button.



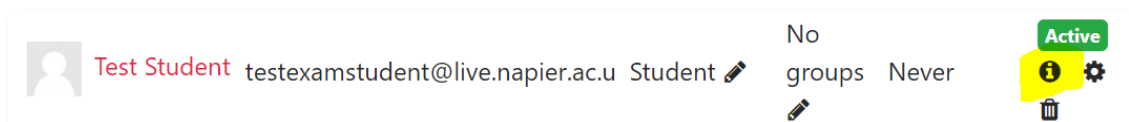
2. Search for the student by name or ID number, and then click the appropriate search result.




3. Once the student is selected, ensure that the *Assign role* is set to *Student*. *Show more* just confirms that the enrolment is effective from now with an unlimited duration.



4. Click the *Enrol users* button and the student will appear in the list of participants.



For any participant, the information icon displays the enrolment method as either manual or from the data feed.

Enrolment details	
Full name	Test Student
Course	CHE08101 (TR1 Diet 2020-1) Chemistry
Enrolment method	Manual enrolments 
Status	Active
Enrolment starts	Tuesday, 1 December 2020, 11:01 AM

Enrolment details	
Full name	Test Student
Course	PSY09117 (TR1 Diet 2020-1) Psychology of Lifespan Development
Enrolment method	ENU Data Layer (ext DB) Users, Courses and Enrolments sync
Status	Active