

3. Managing Student Enrolment

After logging in with their HKEdCity account via the IDEALS-Portal, students are only "authenticated users" on the iLAP learning platform and cannot access any course content. Teachers need to enrol students into courses using one of the available "enrolment methods".

Below are two commonly used enrollment methods:

- Manual enrollment
- Cohort sync

- [3.1 Manual Enrolment](#)
- [3.2 Cohort Sync Enrolment](#)
- [3.3 Handling Withdrawn Students or Transfer Students](#)

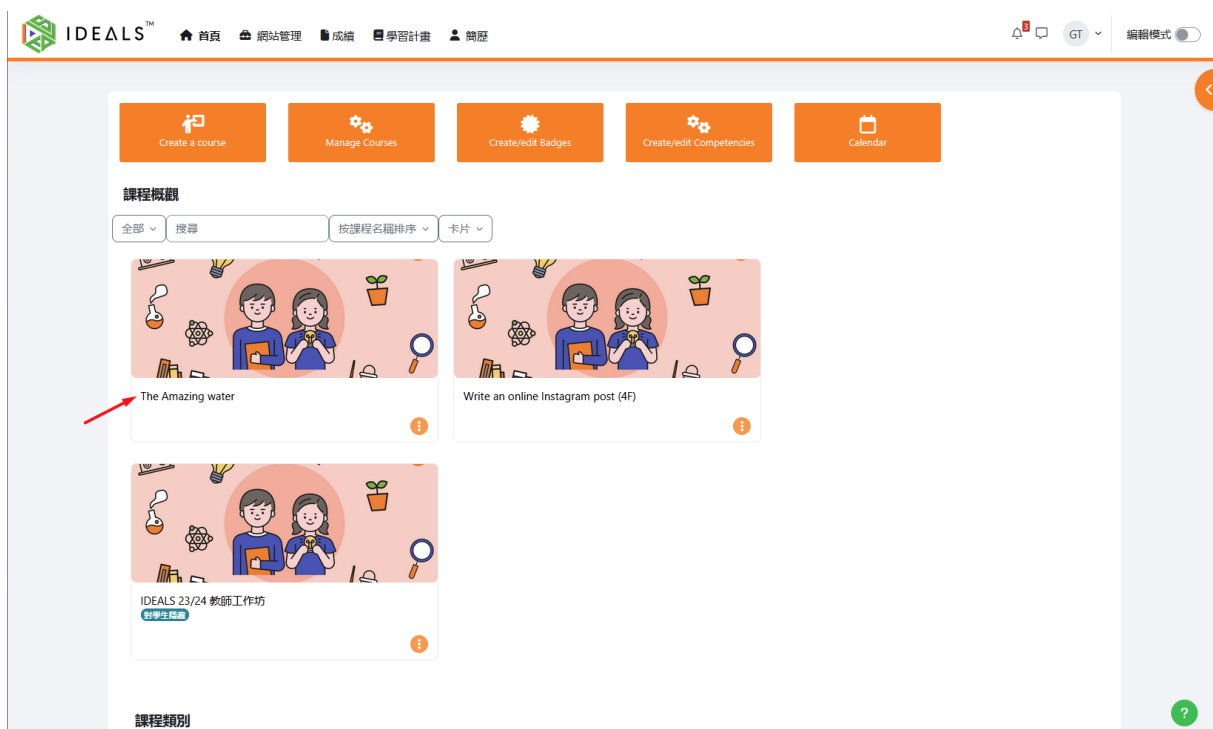
3.1 Manual Enrolment

This method is more suitable for enrolling individual students into a course, but you can still select more than one student at a time.

3.1.1 Go to the "Participants" page of the course

After logging in to the iLAP homepage, teachers can enter a target course either directly from the "My Courses" section on the homepage or by browsing the course categories list.

For example, in the image below, select this course:



In the course menu, click on "Participants" to enter the "Enrolled users" page.

The screenshot shows the IDEALS system interface. At the top, the navigation bar includes '課程', '設定', '成員', '成績', '報表', and '更多'. The '成員' (Members) tab is highlighted with a red box and an arrow. Below the navigation bar, the course title 'The Amazing water' is displayed. The main content area is titled '已經選課的用戶' (Enrolled users) and features a search bar with a dropdown menu set to '任何' (Any) and a '選取' (Select) button. Below the search bar are buttons for '+ 新增條件' (Add conditions), '重設篩選' (Reset filters), and '套用篩選' (Apply filters). A message indicates '找到 30 位參與者' (Found 30 participants). Below this are two alphabetical filters for '名字' (Name) and '姓氏' (Surname). A table lists the participants with columns for '姓名' (Name), '帳號' (Account), '電子郵件信箱' (Email), '角色' (Role), '分組' (Group), '上次存取課程' (Last accessed course), and '狀態' (Status). The table shows several rows of user data, including names, account numbers, email addresses, roles (all '學生' - Student), groups (all '沒有分組' - No group), last accessed dates, and status (all '活動' - Active).

Teachers can manually enrol students using either of the two methods described below.

3.1.2 Method 1: Quick Enrolment ("Enrol users" button)

On the "Enrolled users" page, click the "Enrol users" button.

The screenshot shows the IDEALS system interface. At the top, the navigation bar includes '課程', '設定', '成員', '成績', '報表', and '更多'. The '成員' (Members) tab is highlighted. Below the navigation bar, the course title 'The Amazing water' is displayed. The main content area is titled '已經選課的用戶' (Enrolled users) and features a search bar with a dropdown menu set to '任何' (Any) and a '選取' (Select) button. Below the search bar are buttons for '+ 新增條件' (Add conditions), '重設篩選' (Reset filters), and '套用篩選' (Apply filters). A message indicates '找到 30 位參與者' (Found 30 participants). Below this are two alphabetical filters for '名字' (Name) and '姓氏' (Surname). A table lists the participants with columns for '姓名' (Name), '帳號' (Account), '電子郵件信箱' (Email), '角色' (Role), '分組' (Group), '上次存取課程' (Last accessed course), and '狀態' (Status). The table shows several rows of user data, including names, account numbers, email addresses, roles (all '學生' - Student), groups (all '沒有分組' - No group), last accessed dates, and status (all '活動' - Active). A red box highlights the '加入用戶到此課程' (Add users to this course) button in the top right corner, with a red arrow pointing to it.

In the "Enrolment options" window:

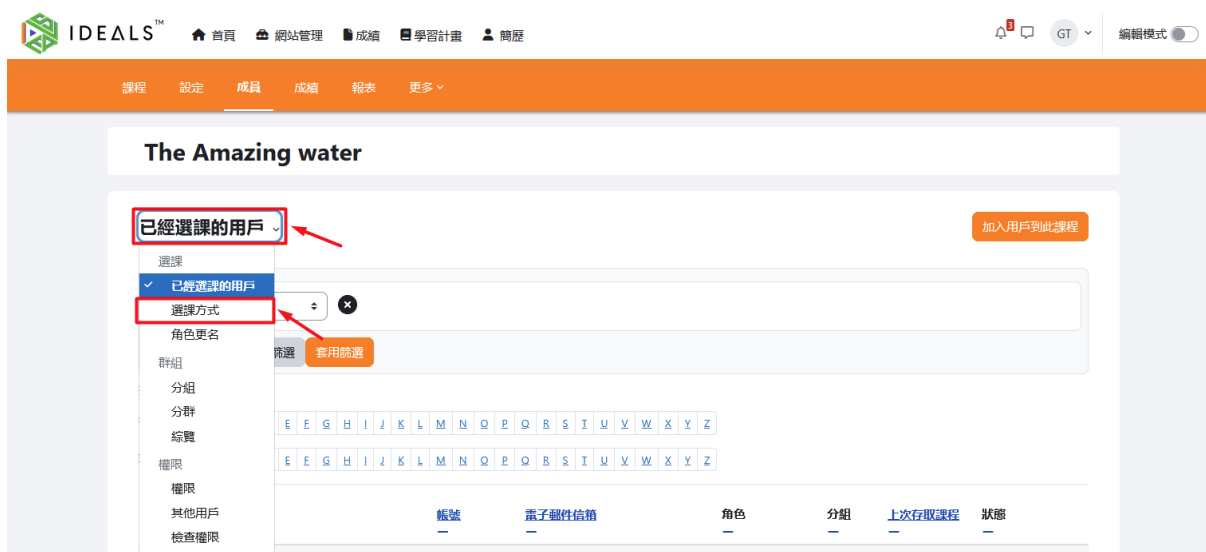
- Select users: In the "Select users" field, enter the student's name, username, or email address to search and select the user.
- Select cohort: This option is similar to using "Cohort sync," but it is not recommended to use this here.
- Assign role: In the "Assign roles" dropdown, choose "Student."

After confirming your selections, click the "Enrol selected users and cohorts" button to complete the process. The students will immediately become members of the course with the "Student" role.



3.1.3 Method 2: Detailed Manual Enrolment ("Enrolment methods" → "Manual enrolment")

On the "Enrolled users" page, select "Enrolment methods" from the menu on the left.



A list of available enrolment methods will be displayed (such as Manual enrolment, Guest access, Self-enrolment (Student), etc.). On the row for "Manual enrolment," click the "Manage" icon (the icon of a person with a plus sign) on the right.

The screenshot shows the IDEALS system interface for the course "The Amazing water". The page title is "The Amazing water" and the breadcrumb trail is "IDEALS中學 > 課程 > 設定 > 成員 > 成績 > 報表 > 更多 > 選擇方式". The left sidebar contains a list of course units, including "Solvent, solute and solution" and "Usability survey (student) by 3...". The main content area displays a table titled "選擇方式" (Selection Method) with the following data:

名稱	用戶	往上/往下	編輯
手動選擇	30	↓	🗑️ ⚙️ ➕
訪客可以瀏覽	0	↑ ↓	🗑️ 📄 ⚙️
自行選擇 (學生)	0	↑	🗑️ 📄 ⚙️

Below the table is a "新增方式" (Add Method) dropdown menu set to "選擇...". A red arrow points to the "Add" icon (+) in the "編輯" column of the "手動選擇" row.

After entering the "Manage manual enrolments" screen, you can search for users on the right by entering their name, username, or email address to find the target student. Then, select the "Assign roles" option (default is "Student"), and click "Add" to move them to the "Enrolled users" list on the left.

The screenshot shows the IDEALS system interface for the course "The Amazing water" in the "Manage manual enrolments" screen. The breadcrumb trail is "IDEALS中學 > 課程 > 設定 > 成員 > 成績 > 報表 > 更多 > 選擇方式 > Manage manual enrolments". The left sidebar is the same as in the previous screenshot. The main content area displays two lists of users:

- 已經選擇的用戶 (30):** A list of 30 users, including "7AS 1", "7AS 2", and "7AS 3".
- 沒有選擇的用戶:** A list of 3 users: "demo student01 (demo_01, demo_student01)", "Test Student_1 (student01, teststudent_1@g)", and "workshop student01 (citers01, citers01@gm".

Between the lists is a control panel with the following elements:

- 新增** (Add) button
- 分配角色** (Assign role) dropdown menu, currently set to **學生** (Student).
- 選擇期限** (Selection period) dropdown menu, currently set to **無限制** (No limit).
- 開始於** (Starts at) dropdown menu, currently set to **現在 (2025/08/25 16:36)**.
- 移除** (Remove) button

Search fields are present at the bottom of both lists. The search field in the "沒有選擇的用戶" list contains "student01". A red box highlights the "Add" button, the "Assign role" dropdown, and the "Add" button. Another red box highlights the search input field containing "student01".

Once completed, the enrolled student will be added to the course.

If you wish to remove a user's manual enrolment in the future, go to the "Manage manual enrolments" screen for that course. In the "Enrolled users" list on the left, select the target user, then click "Remove" to move them to the "Not enrolled users" list on the left.

3.2 Cohort Sync Enrolment

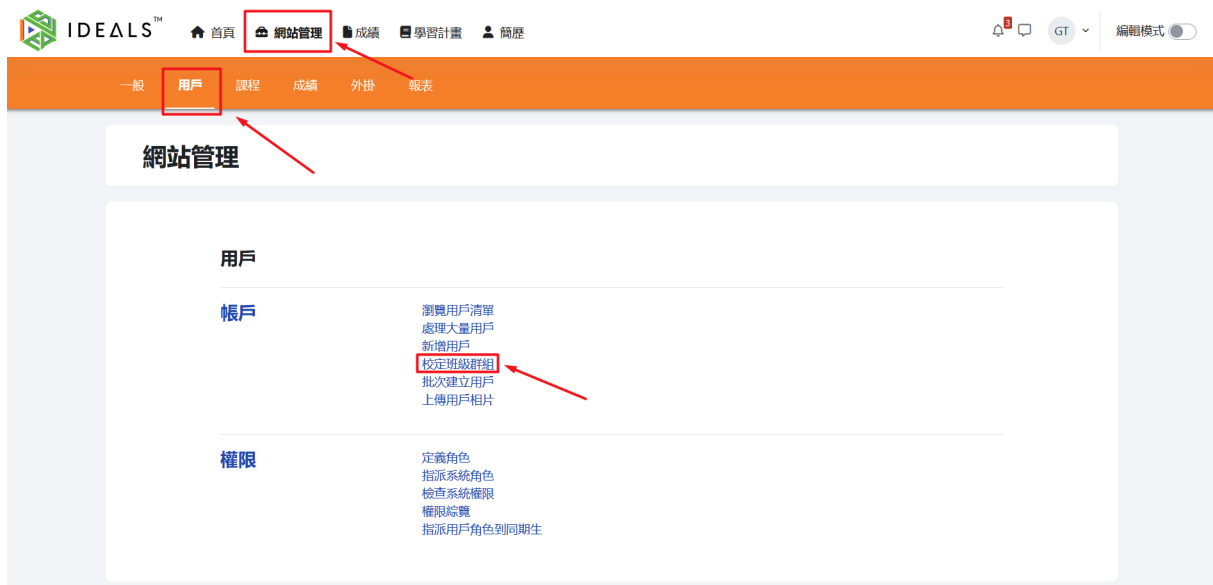
By using the "Cohort sync" enrolment method, teachers can automatically add all students from a school-defined cohort to a course.

The advantage is that whenever the membership of the cohort changes (students added or removed), the enrolment list in the course will be automatically updated. Teachers do not need to manually manage enrolments for each course, saving significant time and effort.

3.2.1 Creating a New Cohort

i If your school provided the student list to the IDEALS team via HKEdCity's EdData service before starting to use iLAP, we will have already uploaded the students and created cohorts, by classes, in iLAP for you. This allows teachers to assign cohorts to courses immediately, without needing to create them manually.

After logging in to iLAP, click "Site administration" → "Users", then under "Accounts", click "Cohorts".



On the "System cohorts" page, click "Add a new cohort" to create a new one.

i In the future, you can return to this page to view, edit, or delete any "system" or "all" cohorts.

iLAP-IDEALS

帳戶 > 校定班級群組

系統同期生

系統同期生 所有同期學生 **建立新的校定班級群組** 上傳同期生

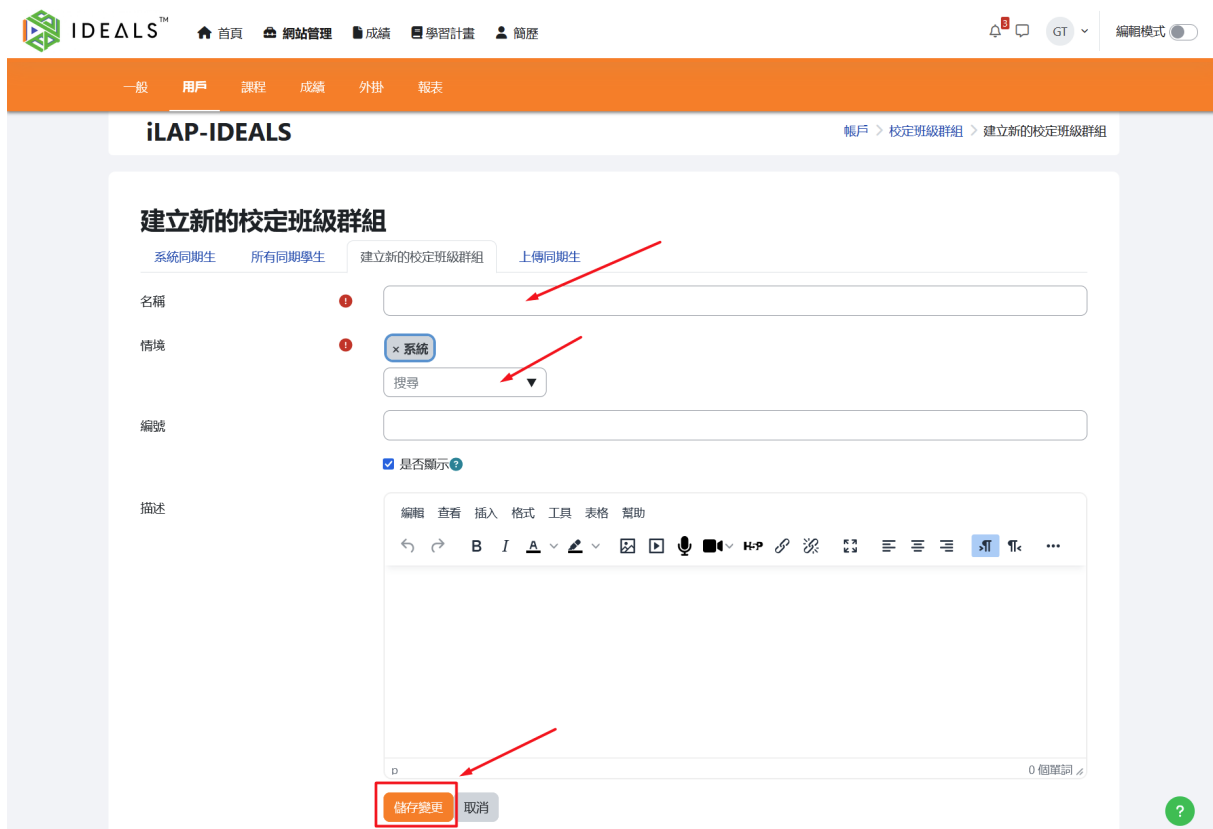
篩選器

<input type="checkbox"/>	名稱 ^	編號	說明	校定班級群組大小	來源
<input type="checkbox"/>	aisistudents	aisistudents		1200	手動建立
<input type="checkbox"/>	aisiteachers	aisiteachers		40	手動建立
<input type="checkbox"/>	all ideals Principals (Year 2)	all_ideals_principals_yr2		0	手動建立
<input type="checkbox"/>	all Ideals Teachers (Year 2)	allidealteachers_yr2		95	手動建立
<input type="checkbox"/>	All Primary Teachers (Year 1)	allprimaryteachers_yr1		40	手動建立
<input type="checkbox"/>	All Primary Teachers (Year 2)	allprimaryteachers_yr2		120	手動建立

On the "Add a new cohort" page, fill in the required information:

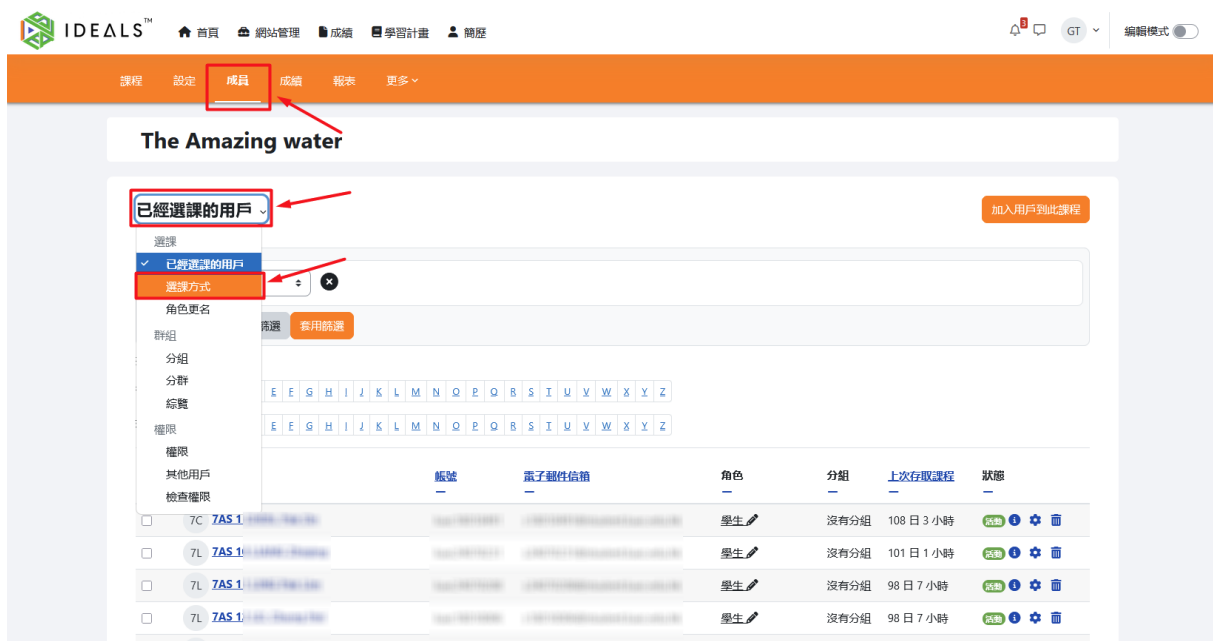
- Name (required): Enter the name of the cohort.
- Context (required): Here you need to specify where this cohort will be available:
 - System: Default setting; the highest level. The cohort can be used in any course (but this will increase the number of selectable cohorts in the list).
 - A specific "Course category": The cohort can only be used in courses within this course category.
- ID number (optional): Assign a unique identifier to the cohort. This is useful when uploading users.
- Description: (Optional) Enter a description for the cohort.

After filling in the details, click "Save changes" to create the new cohort.



3.2.2 Using "Cohort sync" as the Enrolment Method

In the target course, click "Participants" in the course menu, then open the "Enrolled users" dropdown, and finally click on "Enrolment methods."



Switch to the "Enrolment methods" page, where you will see a list of existing enrolment methods (such as Manual enrolments, Guest access, Self enrolment, etc.).

The screenshot shows the IDEALS LMS interface for the course 'The Amazing water'. The left sidebar contains a list of course units. The main content area displays the 'Add method' dropdown menu, which is currently set to '選擇...'. The table below shows the current methods:

名稱	用戶	往上/往下	編輯
手動選擇	30	↓	🗑️ 👁️ ⚙️
訪客可以瀏覽	0	↑ ↓	🗑️ 🔍 ⚙️
自行選擇 (學生)	0	↑	🗑️ 🔍 ⚙️

新增方式: 選擇...

At the bottom of the list, select "Cohort sync" from the "Add method" dropdown menu.

The screenshot shows the IDEALS LMS interface for the course 'The Amazing water'. The 'Add method' dropdown menu is open, and the '校定班級群組同步化' (Cohort sync) option is highlighted with a red box and an arrow. The table below shows the current methods:

名稱	用戶	往上/往下	編輯
手動選擇	30	↓	🗑️ 👁️ ⚙️
訪客可以瀏覽	0	↑ ↓	🗑️ 🔍 ⚙️
自行選擇 (學生)	0	↑	🗑️ 🔍 ⚙️

新增方式: 選擇...
 選擇...
 自行選擇
 校定班級群組同步化

On the "Cohort sync" settings page, configure the following details:

- Enable: Default is "Yes".
- Cohort: Enter and search for the cohort you want to sync, then select the desired cohort from the results.
- Assign role: Default is "Student".
- Add to group: You may choose whether to add students to a specific course group, but it's generally not recommended to manage this here.

After confirming the settings, click "Add method" to complete the setup.

The screenshot shows the 'The Amazing water' course page in the IDEALS system. The 'Cohort sync' (校定班級群組同步化) method is being configured. A dropdown menu is open, showing 'Student Dummy Accounts' and 'student dummy'. A red arrow points to the 'student dummy' option. Below the dropdown, there are fields for 'Assign role' (學生) and 'Add to cohort' (無). At the bottom, there are buttons for 'Add method' (新增方式) and 'Cancel' (取消). A red arrow points to the 'Add method' button.

After completion, students in the cohort will be automatically enrolled in the course. In the future, whenever the list of students in the cohort changes (members are added or removed), the course participants will be automatically synchronized.

3.2.3 Deleting a "Cohort sync" enrolment method

If you need to remove this enrolment method, return to the "Enrolment methods" page. Find the cohort sync method you wish to remove, and click the "trash can" icon on the right to delete it.

The screenshot shows the 'The Amazing water' course page in the IDEALS system. The 'Enrolment methods' (選課方式) page is displayed. A table lists various enrolment methods. The 'Cohort sync (Student Dummy Accounts - 學生)' method is highlighted. A red arrow points to the trash can icon in the 'Edit' column for this method.

名稱	用戶	往上/往下	編輯
手動選課	30	↓	🗑️ 👤 ⚙️
訪客可以瀏覽	0	↑ ↓	🗑️ 👤 ⚙️
自行選課 (學生)	0	↑ ↓	🗑️ 👤 ⚙️
校定班級群組同步化 (Student Dummy Accounts - 學生)	40	↑	🗑️ 👤 ⚙️

On the confirmation screen, click "Continue" to complete the deletion of this enrolment method.



x

Solvent, solute and solution

Dissolving

Classifying substances as soluble...

Soluble and insoluble substances

Evaluating if your experiment of ...

Factors that affect the rate of dis...

Usability survey (student) by 3...

Usability survey (Student)

新單元

新單元

新單元

The Amazing water

IDEALS中學 > [課程](#) > [課程](#) > [課程](#) > 選擇方式

確認

您即將刪除選擇方法“校定班級群組同步化 (Student Dummy Accounts - 學生)”。所有的40位使用這一方式選擇的用戶將會被退選，而任何與課程相關的資料，比如用戶的分數，群組身分或討論區的訂閱都會被刪除。

你確定你要繼續進行刪除？

取消

繼續

3.3 Handling Withdrawn Students or Transfer Students

i Currently, all students use the EdConnect "Single Sign-On" service via their HKEdCity account to log in to the IDEALS-Portal, and then access iLAP. In practice, the student account is created instantly at the moment of login, so administrators do not need to create accounts in the iLAP backend in advance.

If a student leaves the school, simply remove the student's account from HKEdCity. The student will then be unable to log in again; you do not need to take any further action in IDEALS-Portal or iLAP.

If your school has a transfer student, simply create a new student account in HKEdCity. The student can then log in to the IDEALS-Portal and access iLAP. Please note that after logging in, the student will only be an "authenticated user" and will not be able to view any content before enrolling in courses. For details, please refer to the two enrolment methods described in section 3, "[Managing Student Enrolment](#)".