

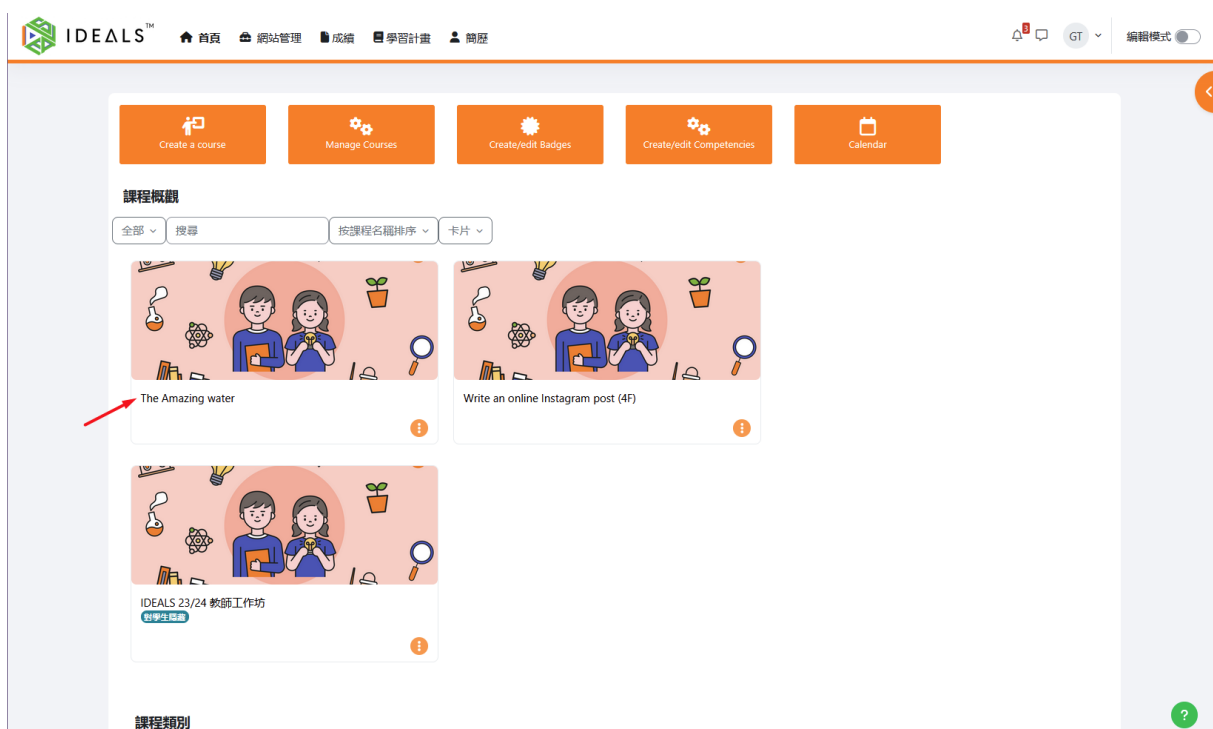
# 3.1 Manual Enrolment

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.

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.

In the "Enrolment options" window:

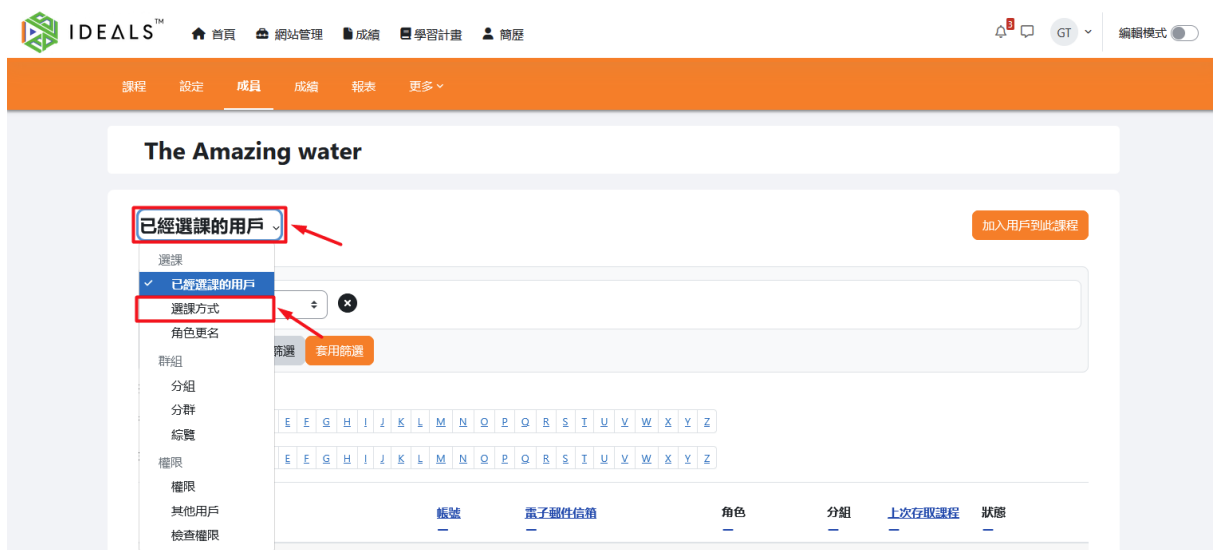
- Select users: In the "Select users" field, enter the student's name, username, or email address to search and select the user.
- Select cohort: This option is similar to using "Cohort sync," but it is not recommended to use this here.
- Assign role: In the "Assign roles" dropdown, choose "Student."

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 course page for "The Amazing water". The "Select enrollment method" (選課方式) dropdown is open, displaying a table with the following data:

名稱	用戶	往上/往下	編修
手動選課	30	↓	🗑️ ⚙️
訪客可以瀏覽	0	↑ ↓	🗑️ ⚙️
自行選課 (學生)	0	↑	🗑️ ⚙️

Below the table is a "New enrollment method" (新增方式) dropdown menu set to "Select..." (選擇...). A red arrow points to the "Assign roles" icon in the "Edit" column of the "Manual selection" 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 "Manage manual enrolments" screen. It is divided into two main sections: "Enrolled users" (已經選課的用戶) and "Users to be assigned" (沒有選課的用戶).

The "Enrolled users" list shows 30 users, all with the role "Student" (學生). The "Users to be assigned" list shows 3 users: "demo\_student01", "Test Student\_1", and "workshop student01".

Between the lists are controls for adding and managing enrolments:

- A "Add" (新增) button.
- A "Assign roles" (分配角色) dropdown menu set to "Student" (學生).
- A "Selection period" (選擇期限) dropdown menu set to "Unlimited" (無限制).
- An "Starts at" (開始於) dropdown menu set to "Now" (現在).
- A "Remove" (移除) button.

Search bars are present at the bottom of both lists. The search bar in the "Users to be assigned" list contains the text "student01". A red box highlights the "Assign roles" dropdown menu and the "Add" button. A red arrow points to the "Assign roles" dropdown menu. A 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.

