

3.2 Cohort Sync Enrolment

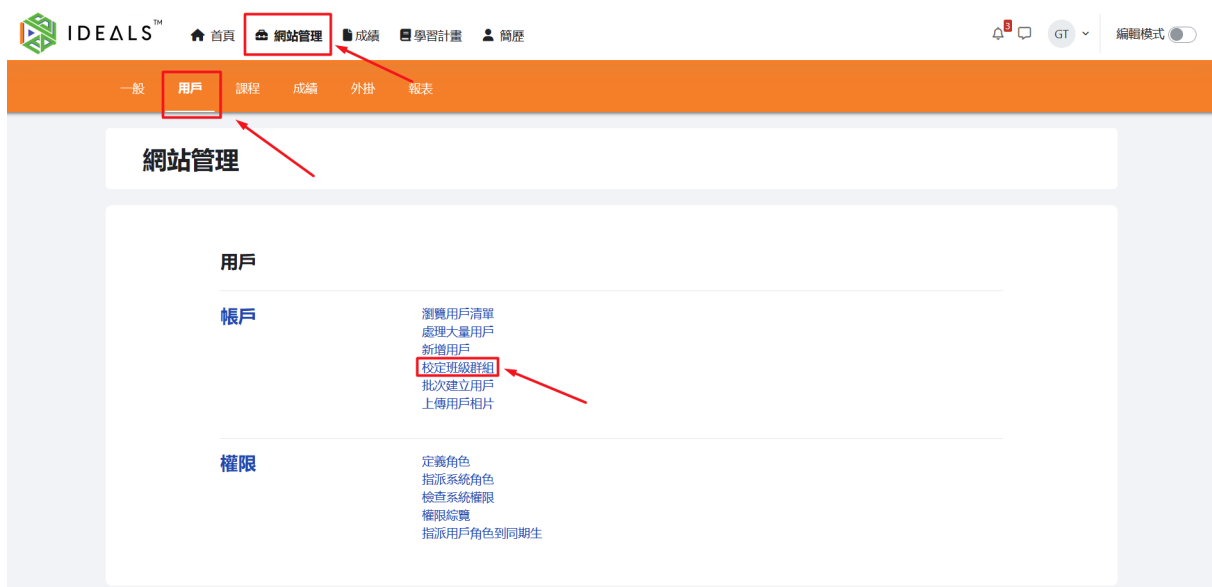
By using the "Cohort sync" enrolment method, teachers can automatically add all students from a school-defined cohort to a course.

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.

一般 用戶 課程 成績 外掛 報表

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

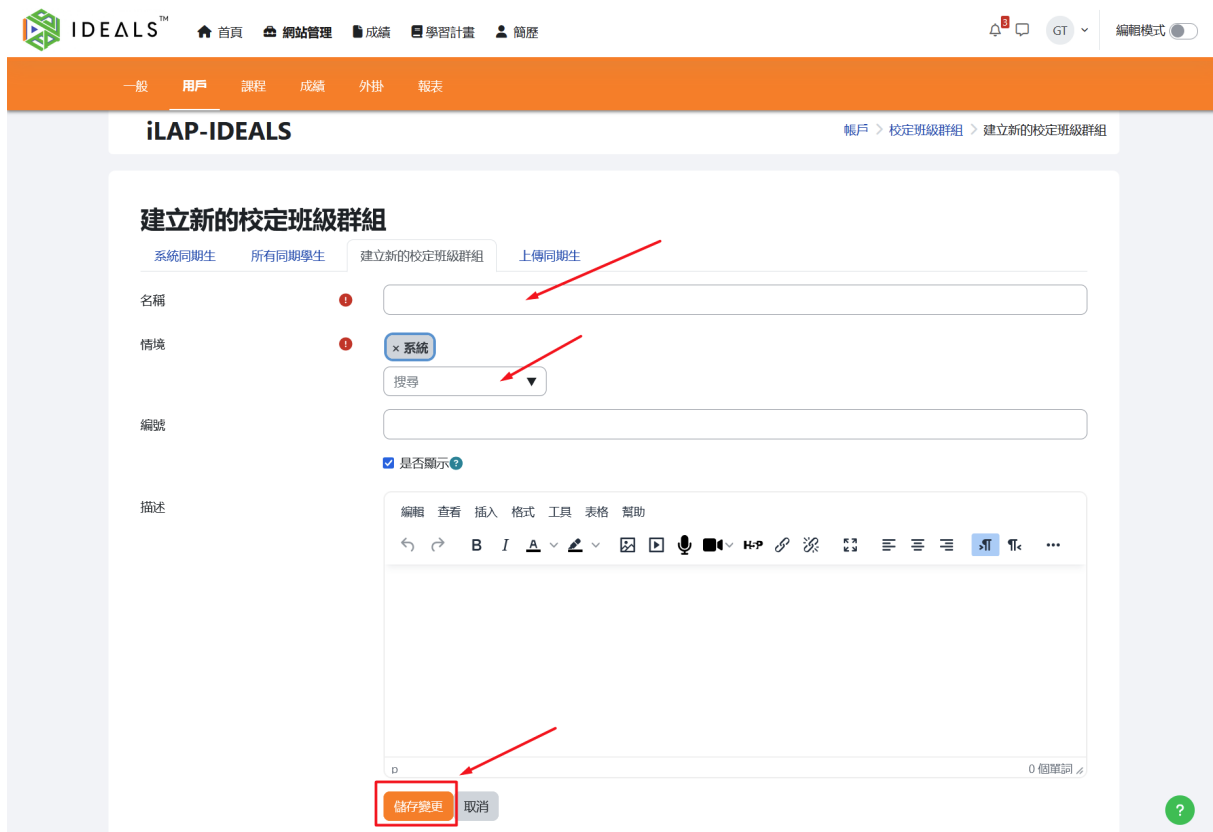
篩選器

| <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:

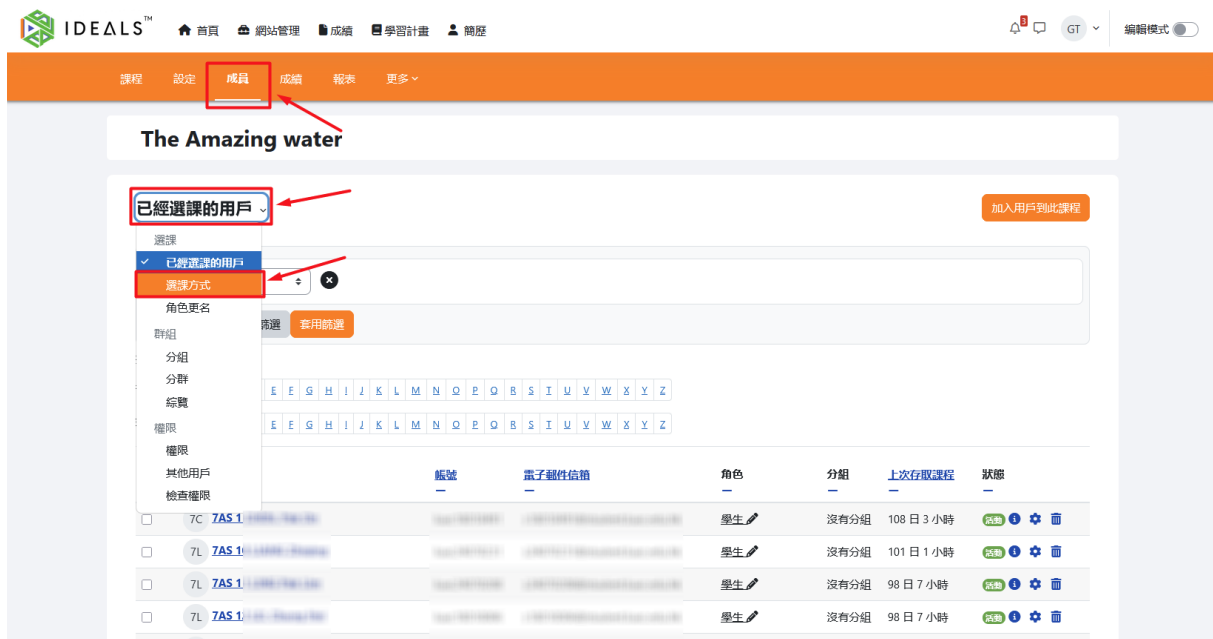
- Name (required): Enter the name of the cohort.
- Context (required): Here you need to specify where this cohort will be available:
 - System: Default setting; the highest level. The cohort can be used in any course (but this will increase the number of selectable cohorts in the list).
 - A specific "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 system interface for a course titled "The Amazing water". The page is in "選擇方式" (Select Method) mode. A table lists existing methods:

| 名稱 | 用戶 | 往上/往下 | 編輯 |
|-----------|----|-------|---------|
| 手動選課 | 30 | ↓ | 🗑️ 👤 ⚙️ |
| 訪者可以瀏覽 | 0 | ↑ ↓ | 🗑️ 🔍 ⚙️ |
| 自行選課 (學生) | 0 | ↑ | 🗑️ 🔍 ⚙️ |

At the bottom, the "新增方式" (Add Method) dropdown menu is open, showing options: "選擇...", "選擇...", "自行選課", and "校定班級群組同步化".

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

This screenshot is similar to the previous one, but the "新增方式" dropdown menu is now open, and the option "校定班級群組同步化" (Cohort sync) is highlighted with a red box and a red arrow pointing to it. The other options in the dropdown are "選擇...", "選擇...", and "自行選課".

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 IDEALS system interface for a course titled "The Amazing water". The page is for configuring "Cohort sync" (校定班級群組同步化). The "Enable" (啟用) checkbox is checked. The "Cohort group" (校定班級群組) dropdown is set to "Student Dummy Accounts", with "student dummy" selected. The "Assign role" (分配角色) dropdown is set to "Student" (學生). The "Add to group" (加入群組) dropdown is set to "None" (無). The "Add method" (新增方式) button is highlighted with a red box and a red arrow. A red arrow also points to the "Student Dummy Accounts" dropdown menu.

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 IDEALS system interface for a course titled "The Amazing water". The page is for configuring "Enrolment methods" (選課方式). A table lists the following methods:

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

The "Add method" (新增方式) dropdown is set to "選擇..." (Select...). A red box highlights the trash can icon in the "Edit" column for the "Cohort sync" method, with a red arrow pointing to it.

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

×

The Amazing water

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

確認

您即將要刪除選擇方法“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

🔄Revision #2

★Created 2025-09-08 02:30:05 UTC by Admin

✎Updated 2025-10-20 03:56:57 UTC by Admin