Enrollment of course participants and communication with them

Contents

- Roles in Moodle
- Enrolment methods
  - Manual enrolments
  - Self enrolments
  - Guest access
- View of the participants
- Messages
- Announcements (from the teachers)

Roles in Moodle

- The roles in Moodle dictate the rights of the respective user
- The roles can be assigned in different contexts
  - at the Moodle System context
  - in a course context
  - in a course module/topic context
  - in the context of a particular activity or resource

Role renaming

Your word for 'Manager'

Your word for 'Course creator'

Your word for 'Teacher'

Your word for 'Non-editing teacher'

Your word for 'Student'

Your word for 'Guest'

Your word for 'Authenticated user'

Your word for 'Authenticated user on frontpage'

Enrollment methods

- Manual enrolments
- Self enrolments
  - Enrolment with or without a key
- Guest access

Enrolment methods

Name	Users	Up/Down		Edit
Manual enrolments	3	↓	Forbidden enrollment	🗑 👁 👤+ ⚙
Guest access	0	↑ ↓		🗑 ⬨ ⚙
Self enrolment (Student)	0	↑		🗑 👁 ⚙

Add method Choose… ⬍

Setup for an enrollment

Manual enrolment

- Manual selection of participants
- Filtering by name or e-mail
- Assigning role for the participant

Self enrolment with a key

1. Enter an Enrolment key
2. Select a role (Student, Teacher, …)
   – via "Default assigned role"

- Enrolment restrictions can be applied
  – enrolment duration
  – enrolment start/end date

- Different keys can be set up
  – for different user roles
  – with different restrictions
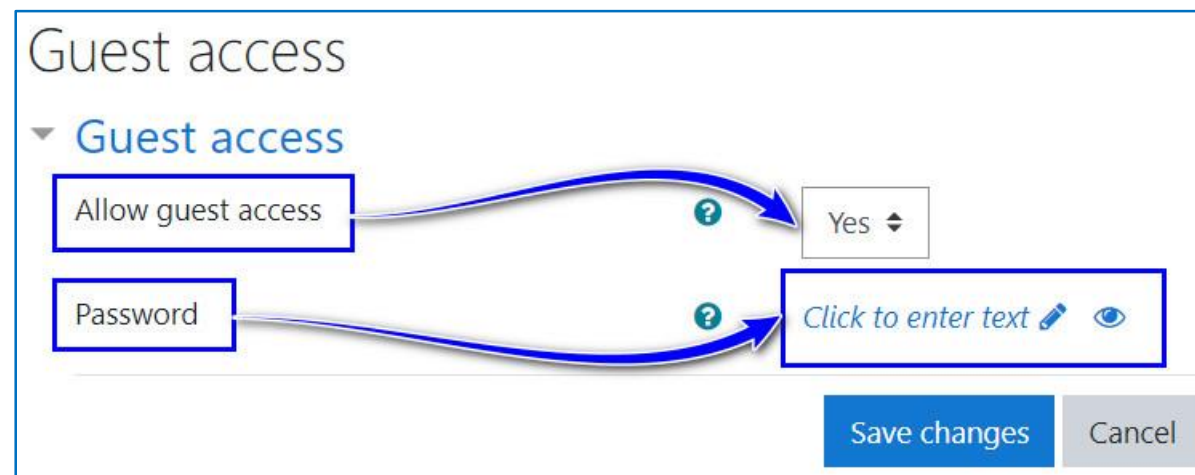
Guest access

- Can be set at a course level
- Password can be set
- A guest
  - can view the Moodle course
    - resources (view and download)
    - activities (view)
  - cannot participate in activities

View of the participants

- List of all participants and their roles

- Possibility for change of the view
  – show/hide view fields (+/-)
  – filtering
  – sorting
  – detail participant's view

Messages

- Sending personal or group messages
  - by selecting participant(s) from the participants' list
- Receiving messages
  - done in Moodle
  - a copy sent via e-mail
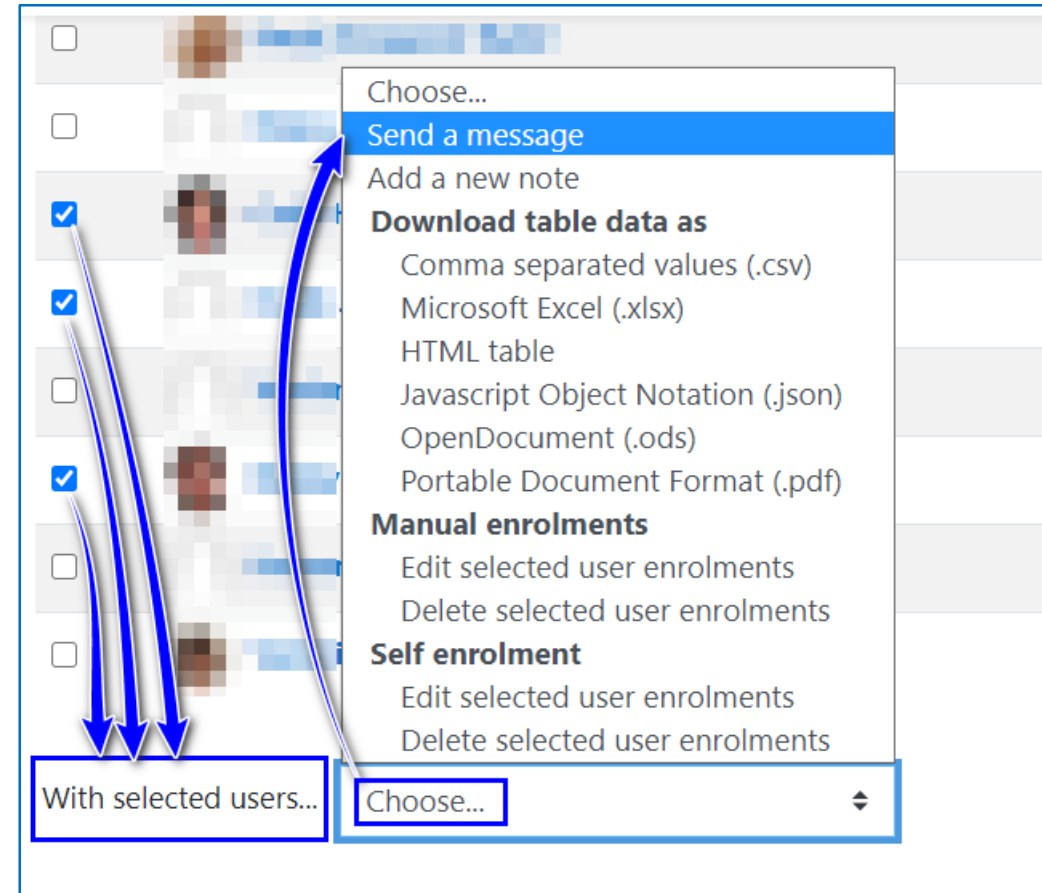
Announcements
(from the teachers)

- Automatically created with a course

- All participants are compulsory subscribed
  - only **the Teacher** can create and send messages
  - all participants can reply to a teacher's message

- A published message is sent automatically via e-mail to all participants
  - files can be attached to a message (optionally)
  - the participants' responses are also sent to all participants

CONTACTS

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