

AMERICAN SAMOA COMMUNITY COLLEGE

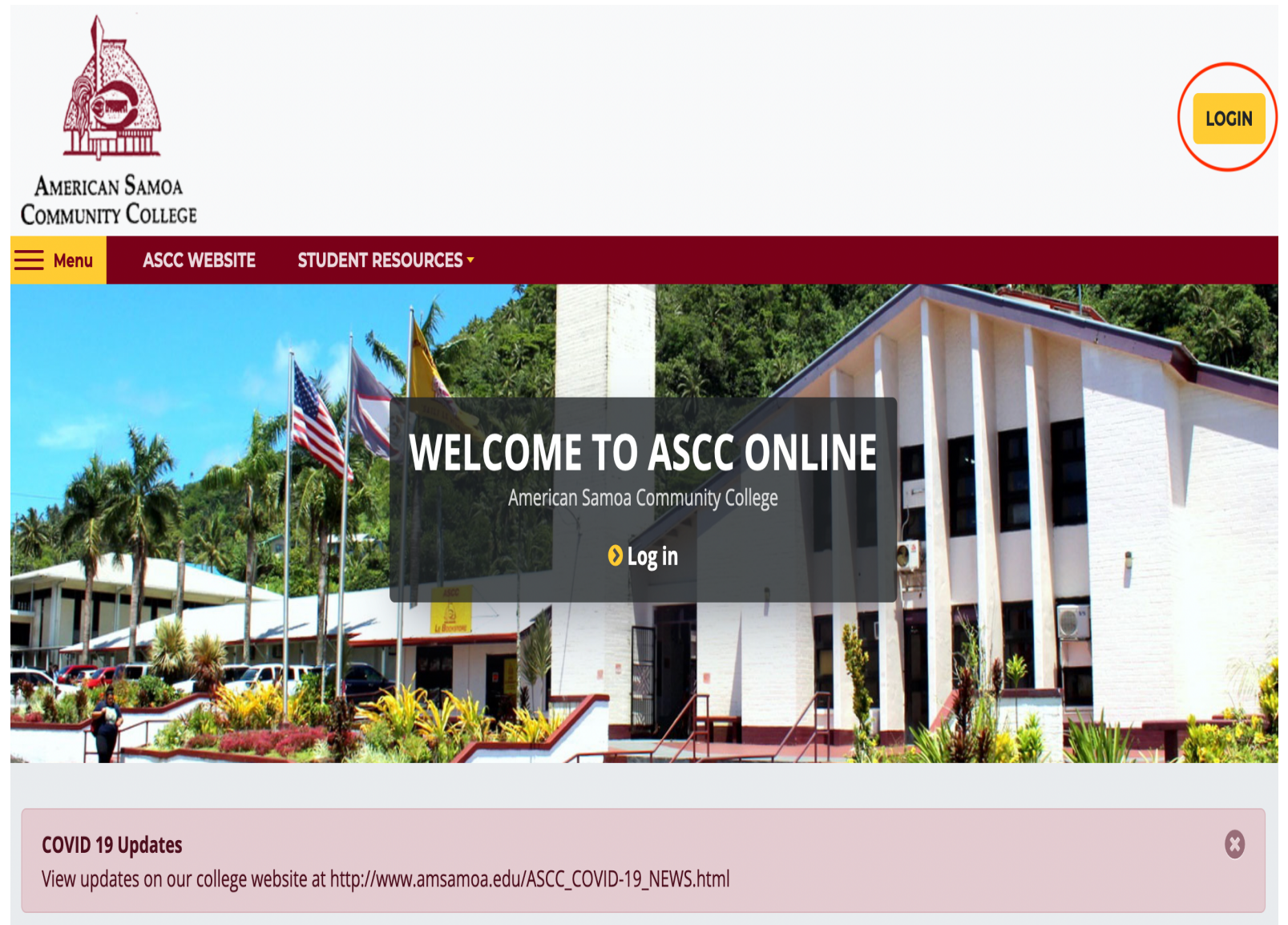


ASCC MOODLE

Enrolling Students in MOODLE Courses

Enrolling Students in MOODLE Courses

- Step 1: Click Login to access your MOODLE course(s).



Enrolling Students in MOODLE Courses

- Step 2: Enter your username and password. Please contact MIS technical support at support@amsamoa.edu if you are having trouble accessing MOODLE or if you forgot your username and password.
- Step 3: Click Login.

AMERICAN SAMOA
COMMUNITY COLLEGE

Menu ASCC WEBSITE STUDENT RESOURCES ▾

LOGIN

American Samoa Community College MOODLE

Username

Password

☐ Remember username

Log in

Log in as a guest

Forgotten your username or password?

Cookies must be enabled in your browser ?

Some courses may allow guest access

Enrolling Students in MOODLE Courses

- Step 4: Once you are logged in, you will see your personal MOODLE landing page. Under the ‘Navigation’ tab click the ‘My courses’ link as highlighted in the picture provided.

The screenshot displays the Moodle interface for the American Samoa Community College (ASCC). On the left, a dark red sidebar contains two main sections: 'NAVIGATION' and 'ADMINISTRATION'. In the 'NAVIGATION' section, the 'My courses' link is highlighted with a red circle, and it shows a sub-link for 'ICT 803 - 2021FA - 01'. The 'ADMINISTRATION' section includes links for 'Front page settings', 'Turn editing on', 'Edit settings', 'Users', 'Filters', 'Reports', 'Backup', 'Restore', and 'Question bank'. The main content area features the ASCC logo and name at the top. Below this is a banner image of the college building with the text 'WELCOME TO ASCC ONLINE' and 'American Samoa Community College'. A 'Log in' button is visible on the banner. At the bottom, a light purple box contains 'COVID 19 Updates' and a link to view updates on the college website.

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses**
 - ICT 803 - 2021FA - 01
- My RL Toolkit
- Site Dashboard
- Add-on Manager
- Update Manager
- BackTrack Archives

ADMINISTRATION

- Front page settings
- Turn editing on
 - Edit settings
- Users
- Filters
- Reports
- Backup
- Restore
- Question bank

AMERICAN SAMOA COMMUNITY COLLEGE

Menu ASCC WEBSITE STUDENT RESOURCES

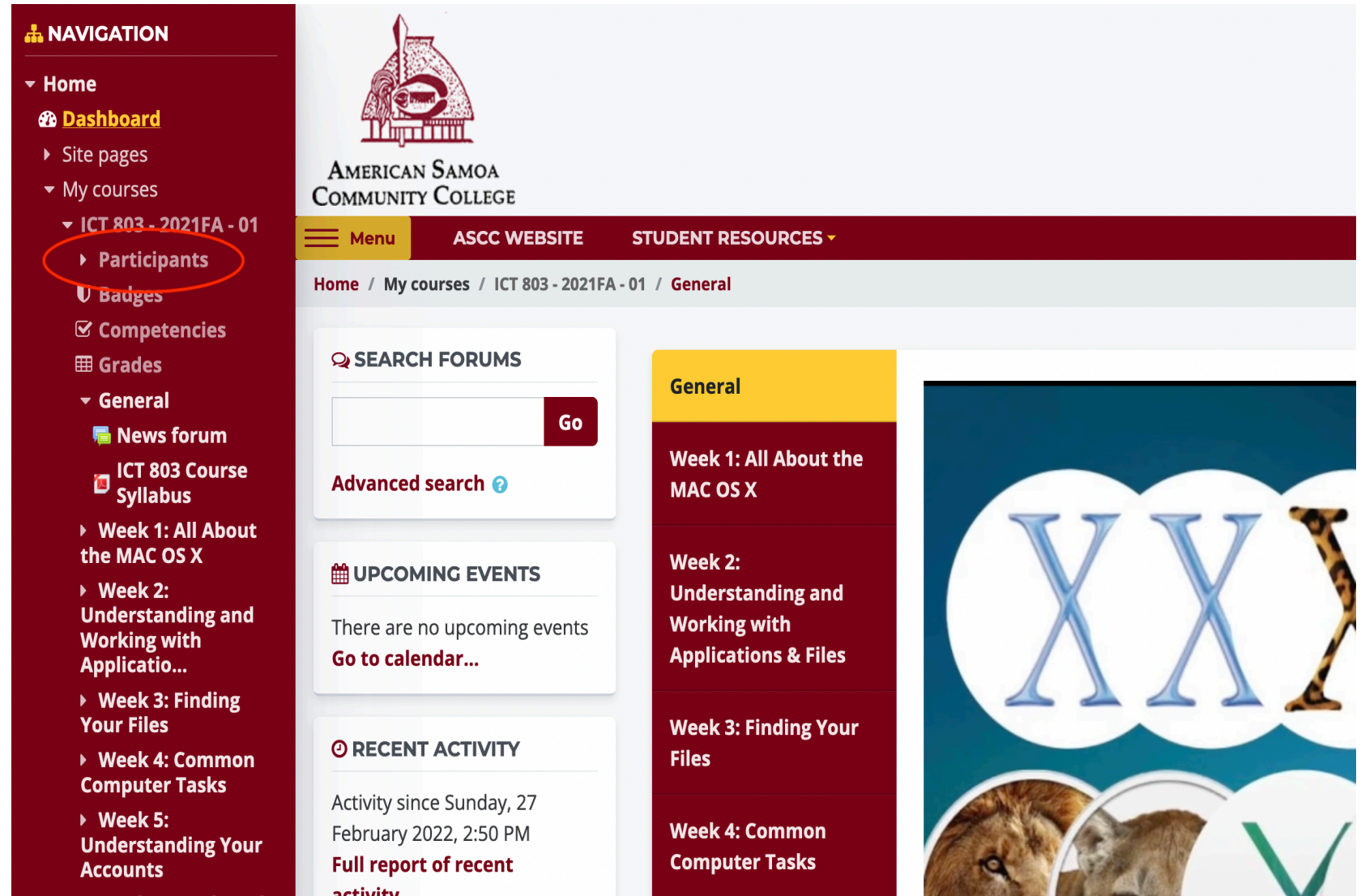
WELCOME TO ASCC ONLINE
American Samoa Community College

Log in

COVID 19 Updates
View updates on our college website at http://www.amsamoa.edu/ASCC_COVID-19_NEWS.html

Enrolling Students in MOODLE Courses

- Step 5: After clicking 'My courses' a list of options is displayed for managing your course.
- Step 6: To access enrollment options on MOODLE, click the 'Participants' link to view all enrolled students, if any. Note: Do not click on the (▶) symbol.



The screenshot displays the Moodle interface for the American Samoa Community College. The left-hand navigation menu is highlighted in maroon, with the 'Participants' link under the 'My courses' section circled in red. The main content area is white and features a search forum, upcoming events, and recent activity sections. The course title 'ICT 803 - 2021FA - 01' is visible in the breadcrumb trail.

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses
 - ICT 803 - 2021FA - 01
 - Participants**
- Badges
- Competencies
- Grades
- General
 - News forum
 - ICT 803 Course Syllabus
 - Week 1: All About the MAC OS X
 - Week 2: Understanding and Working with Applications & Files
 - Week 3: Finding Your Files
 - Week 4: Common Computer Tasks
 - Week 5: Understanding Your Accounts

AMERICAN SAMOA COMMUNITY COLLEGE

Menu ASCC WEBSITE STUDENT RESOURCES

Home / My courses / ICT 803 - 2021FA - 01 / General

SEARCH FORUMS

Go

Advanced search ?

UPCOMING EVENTS

There are no upcoming events
Go to calendar...

RECENT ACTIVITY

Activity since Sunday, 27 February 2022, 2:50 PM
Full report of recent activity





















General

- Week 1: All About the MAC OS X
- Week 2: Understanding and Working with Applications & Files
- Week 3: Finding Your Files
- Week 4: Common Computer Tasks

Enrolling Students in MOODLE Courses

- Step 7: After clicking 'Participants' a list of students currently enrolled will be displayed. If there are no students enrolled in the course, then you will see a blank screen with only the name of the instructor displayed.
- Step 8: To enroll students, click on the 'hand-holding-the-pencil icon' next to the 'All participants' header.

The screenshot shows the Moodle 'Participants' page for the course 'ICT 803 - 2021FA - 01'. The page header includes 'Menu', 'ASCC WEBSITE', and 'STUDENT RESOURCES'. The breadcrumb trail is 'Home / My courses / ICT 803 - 2021FA - 01 / Participants'. The main heading is 'Participants'. On the right, there is an 'Enrol users' button. Below the heading, there is a search bar with 'Match Any' and 'Select' dropdowns, and buttons for 'Add condition', 'Clear filters', and 'Apply filters'. A message states '6 participants found'. Below this, there are filters for 'First name' and 'Surname' with alphabetical dropdowns. The main content is a table of participants:

<input type="checkbox"/>	First name / Surname ^	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Fuatapu Alaimalo	f.alaimalo@amsamoa.edu	Student, Manager 	No groups	Never	Active   
<input type="checkbox"/>	Daniel Helsham	d.helsham2@amsamoa.edu	Student 	No groups	1 year 320 days	Active   
<input type="checkbox"/>	Katrina Helsham	k.helsham@amsamoa.edu	Student 	No groups	Never	Active   
<input type="checkbox"/>	Live Malu	malulive14@gmail.com	Student 	No groups	1 year 245 days	Active   
<input type="checkbox"/>	Jack Palelei	j.palelei@amsamoa.edu	Teacher, Manager 	No groups	now	Active   

The sidebar on the left contains the following sections:

- SEARCH FORUMS**: A search bar with a 'Go' button and a link to 'Advanced search'.
- UPCOMING EVENTS**: A message stating 'There are no upcoming events' and a link to 'Go to calendar...'.
- RECENT ACTIVITY**: A message stating 'Activity since Sunday, 27 February 2022, 2:53 PM' and a link to 'Full report of recent activity...'. Below this, it says 'No recent activity'.
- ACTIVITIES**: A list of 'Assignments' and 'Forums'.

Enrolling Students in MOODLE Courses

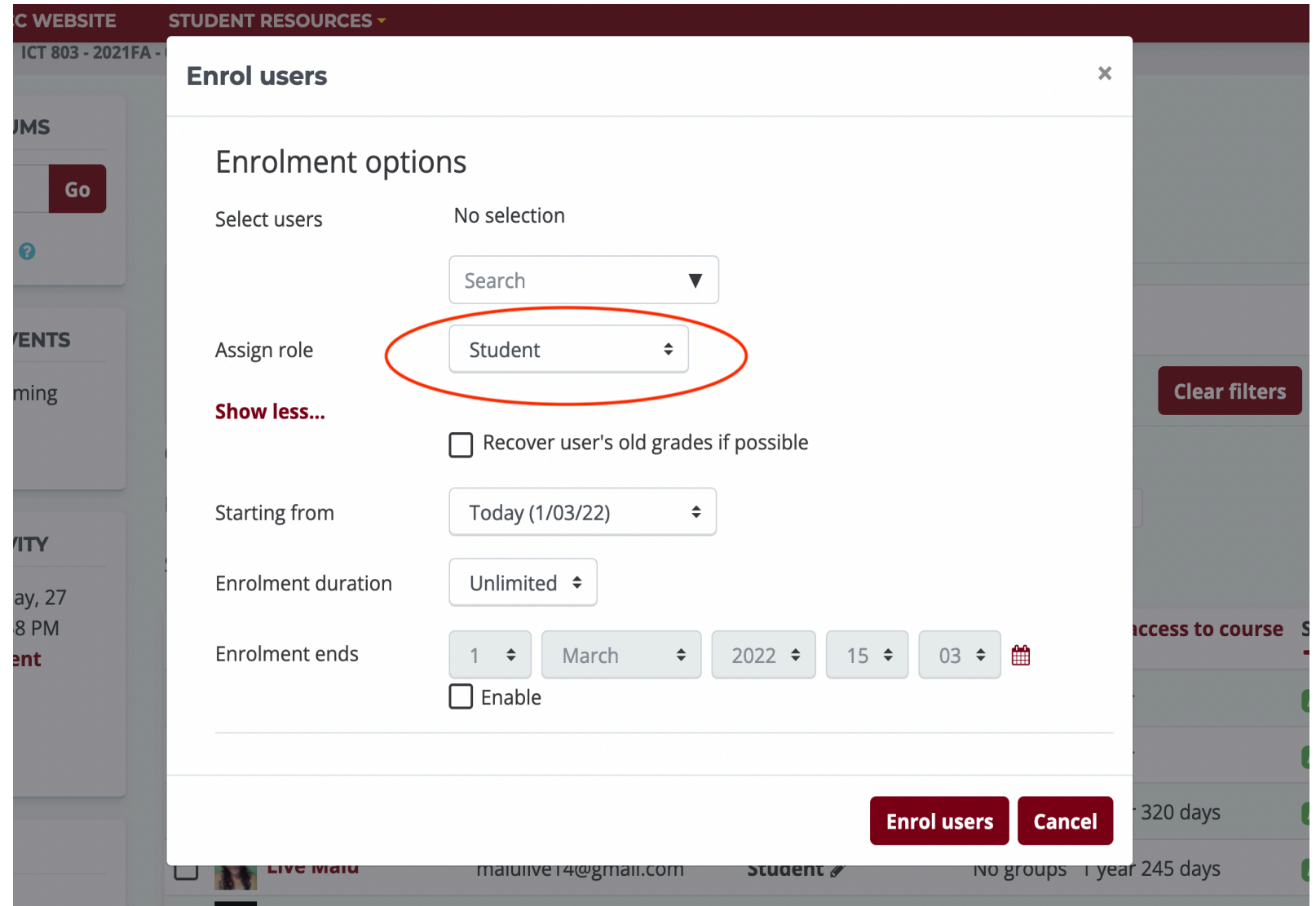
- Step 9: A list of users will be displayed indicating the students name, last access, roles, groups, and enrollment methods. If a student is not enrolled in your course, click the ‘Enroll users’ as highlighted red in the picture.

The screenshot shows the Moodle 'Participants' page for the course 'ICT 803 - 2021FA - 01'. The 'Enroll users' button is circled in red. The page displays a list of 6 participants with the following columns: First name / Surname, Email address, Roles, Groups, Last access to course, and Status.

First name / Surname	Email address	Roles	Groups	Last access to course	Status
Fuatapu Alaimalo	f.alaimalo@amsamoa.edu	Student, Manager	No groups	Never	Active
Katrina Helsham	k.helsham@amsamoa.edu	Student	No groups	Never	Active
Daniel Helsham	d.helsham2@amsamoa.edu	Student	No groups	1 year 320 days	Active
Live Malu	malulive14@gmail.com	Student	No groups	1 year 245 days	Active
Jack Palelei	j.palelei@amsamoa.edu	Teacher, Manager	No groups	now	Active

Enrolling Students in MOODLE Courses

- Step 10: An ‘Enroll users’ pop-up window will appear. To enroll students in a class, you must make sure that the ‘Assigned roles’ indicator under the ‘Enroll users’ header indicates the option ‘Student’ in order for you to add students to a course. Other types of ‘Assign roles’ include a course manager, teacher, and non-editing teacher. Please make sure that you enroll students only as ‘Students’ in the ‘Assign roles’ option.

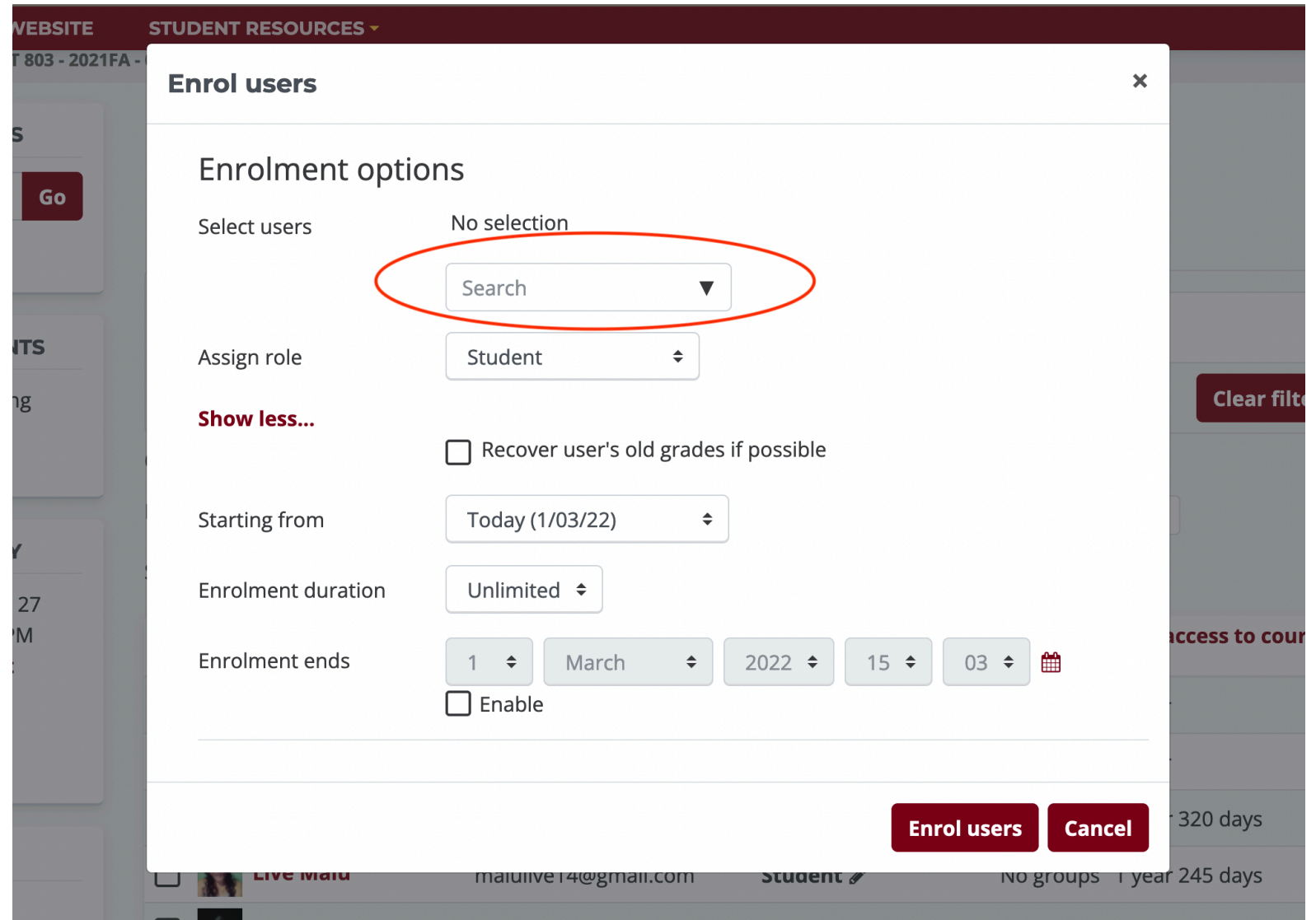


The screenshot shows the 'Enrol users' pop-up window in Moodle. The 'Assign role' dropdown menu is highlighted with a red circle, showing 'Student' selected. Other options include 'Recover user's old grades if possible', 'Starting from', 'Enrolment duration', and 'Enrolment ends'. The 'Enrolment ends' section shows a date picker set to 1 March 2022 at 15:03. The 'Enrol users' and 'Cancel' buttons are at the bottom right.

Enrolment options
Select users
No selection
Search
Assign role
Student
Show less...
<input type="checkbox"/> Recover user's old grades if possible
Starting from
Today (1/03/22)
Enrolment duration
Unlimited
Enrolment ends
1 March 2022 15:03
<input type="checkbox"/> Enable

Enrolling Students in MOODLE Courses

- Step 11: To complete enrolling students in a course, type in the first name or last name of the student you want to add in the ‘Search’ tab box provided on the bottom of the pop-up window. Then click ‘Search.’



The screenshot shows the 'Enrol users' pop-up window in Moodle. The window has a title bar with 'Enrol users' and a close button. Below the title bar, there is a section titled 'Enrolment options'. Under this section, there are several fields and options:

- Select users:** A dropdown menu with 'No selection' and a 'Search' button. The 'Search' button is highlighted with a red circle.
- Assign role:** A dropdown menu with 'Student' selected.
- Show less...** (in red text)
- Recover user's old grades if possible:** An unchecked checkbox.
- Starting from:** A dropdown menu with 'Today (1/03/22)' selected.
- Enrolment duration:** A dropdown menu with 'Unlimited' selected.
- Enrolment ends:** A date picker showing '1', 'March', '2022', '15', and '03'.
- Enable:** An unchecked checkbox.

At the bottom right of the window, there are two buttons: 'Enrol users' and 'Cancel'.

Enrolling Students in MOODLE Courses

- Step 12: A list of names will appear on the screen. To complete the enrolling process, click on the ‘Enroll’ button next to the name of the student. Lastly, click on the ‘Finish enrolling users’ button to complete the enrollment process.
- Once done, you have successfully enrolled your student(s). 😊

The screenshot shows the 'Enrol users' dialog box in Moodle. The 'Enrolment options' section includes:

- Select users:** A dropdown menu showing 'Jose'.
- Assign role:** A dropdown menu showing 'Student'.
- Show less...** (link)
- Starting from:** A dropdown menu showing 'Today (1/03/22)'.
- Enrolment duration:** A dropdown menu showing 'Unlimited'.
- Enrolment ends:** A date picker showing '1 March 2022 15:03'.
- ☐ **Recover user's old grades if possible**
- ☐ **Enable**

Buttons at the bottom of the dialog: **Enrol users** and **Cancel**.

Below the dialog, the 'Enrol users' page shows a list of 7 participants found. The list includes columns for First name / Surname, Email address, Roles, Groups, Last access to course, and Status.

	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Fuatapu Alaimalo	f.alaimalo@amsamoa.edu	Student, Manager	No groups	Never	Active
<input type="checkbox"/>	Daniel Helsham	d.helsham2@amsamoa.edu	Student	No groups	1 year 320 days	Active
<input type="checkbox"/>	Katrina Helsham	k.helsham@amsamoa.edu	Student	No groups	Never	Active
<input type="checkbox"/>	Jose Layacan	j.layacan@amsamoa.edu	Student, Manager	No groups	Never	Active
<input type="checkbox"/>	Live Malu	malulive14@gmail.com	Student	No groups	1 year 245 days	Active
<input type="checkbox"/>	Jack Palelei	j.palelei@amsamoa.edu	Teacher, Manager	No groups	12 mins 26 secs	Active
<input type="checkbox"/>	Iosia Pati	patiosia77@gmail.com	Student	No groups	1 year 326 days	Active

MOODLE Contact and Technical Assistance:

- Technical issues that include access credentials and accessing courses please contact support@amsamoa.edu or call 699-9155 extension 350.
- ASCC personnel (faculty and staff) contact information can be accessed on the College Website at: <http://www.amsamoa.edu/directory.html>.
- ASCC administrators: <http://www.amsamoa.edu/directory-board.html>
- MOODLE Support for adding students in a course: How to manually enroll students in your MOODLE course:
<https://www.youtube.com/watch?v=1yUG-0e7k2o>