Enrolling Students in MOODLE Courses
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• **Step 1:** Click Login to access your MOODLE course(s).
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• **Step 2:** Enter your username and password. Please contact MIS technical support at support@am samo a.edu if you are having trouble accessing MOODLE or if you forgot your username and password.

• **Step 3:** Click Login.
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• **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.
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• 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.
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• **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.
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• 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.
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- **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.
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- **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.’
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• **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). 😊
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