

Sparks : How To Enrol People

Home

Settings

Front page settings

- Turn editing on
- Edit settings
- Users
- Filters
- Backup
- Restore
- Question bank
- Legacy site files

My profile settings

Site administration

Search

Course Categories

- Access & Professional Studies
- Construction
- Health Care & Salon Services
- Learner Resource Centre
- Student Services
- Teacher Training
- CMI Courses
- Foundation, Computing and Creative Studies

[Click here for the 2011/12 Student Handbook](#)



Once logged in you will see the Home Page
For this you will need to add People block on your course too (blocks right hand side menu)

- News and Events 2012
- Sparks Forum for comments and suggestions - click here
- How to undock your navigation menu
- Have a go at our trial - fun quiz!

Site news

[Subscribe to this forum](#)

Add a new topic

Calendar

June 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Messages

Navigation

Home

- ▣ My home
- > Site pages
- > My profile
- > My courses

Undock this item



Home

Settings

- ▼ Front page settings
 - ✎ Turn editing on
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Search

Course Categories

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- 📄 Student Services
- 📄 Teacher Training
- 📄 CMI Courses
- 📄 Foundation, Computing and Creative Studies
- 📄 Higher Education
- 📄 Dormant

[Click here for the 2011/12 Student Handbook](#)



Please undock
your Navigation
Menu on left
hand side grey
bar
(N.B use
blue/grey box
to undock)

🗨 Sparks Forum for comments and suggestions - click here

📄 How to undock your navigation menu

🎮 Have a go at our trial - fun quiz!

Site news

[Subscribe to this forum](#)

[Add a new topic](#)



BBQ

by Lorna Gardner - Wednesday, 20 June 2012, 11:51 AM

Home

Navigation

Home

- My home
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- > My profile

My courses

- > test_april_may_staffuse

Settings

Front page settings

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Edit settings

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Legacy site files

> My profile settings

> Site administration

Testing for April and May 2012 (Iorna to use only)

[Click here for the 2011/12 Student Handbook](#)

1. Turn Editing on

2, Navigation > My courses
(click) > Choose your course
to work on

News and Events 2012

Sparks Forum for comments and suggestions - click here

How to undock your navigation menu

Have a go at our trial - fun quiz!

Site news

[Subscribe to this forum](#)

[Add a new topic](#)

Course Categories

- Access & Professional Studies
- Construction
- Health Care & Salon Services
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- Teacher Training
- QML Courses



BBQ

by Lorna Gardner - Wednesday, 20 June 2012, 11:51 AM

BBQ!!



Student Services

Calendar

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Messages

No messages waiting

Messages

Navigation



Home

- My home
- Site pages
- My profile

My courses

- test_april_may_staffuse
 - Participants
 - Reports
 - General
 - Topic 1
 - Topic 2
 - Topic 4

Settings



Course administration

- Turn editing off
- Edit settings
- Users
- Unenrol me from test_april_may_staffuse
- Filters
- Grades
- Backup
- Restore
- Import
- Publish
- Reset

- News forum
- lorna test 4
- How did you hear about Bexley College?
- fun quiz
- History

Add a resource... Add an activity...

- 12 Olympics assignment
- Hello World
- What can you not use a pencil for
- where did you hear about bexley college
- test 6
- test 7
- how many sides does a triangle have?
- London 2012 Olympics
- Turnitin test 1
- Test 1 Video
- The Kitchen

Add a resource... Add an activity...

1. Your course
2. All your courses are under Navigation > My courses
3. See left hand side grey menu "Settings" > choose Users

Calendar



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Events key

- Global
- Course
- Group
- User

Latest News



Add a new topic...

Lorna Gardner 30 Sep, 13:36
bexley college moving more...

Older topics ...

Upcoming Events



There are no upcoming events

Go to calendar...
New event...

Recent Activity

Navigation

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Settings

- Course administration
 - Turn editing off
 - Edit settings
 - Users
 - Enrolled users**
 - Enrolment methods
 - Groups
 - Permissions
 - Other users
 - Unenrol me from test_april_may_staffuse
 - Filters

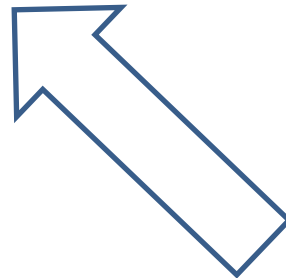
Enrolled users

Enrolment methods

Enrol users

First name / Surname ↓ Email address	Last access	Roles	Groups	Enrolment methods
 Lorna Gardner Lorna.Gardner@bexley.ac.uk	5 secs	Course creator Teacher ✖		Manual enrolments from Thursday, 22 September 2011, 12:00 AM  ✖
 lorna test user l_c_guk@yahoo.co.uk	271 days	Student ✖		Manual enrolments from Thursday, 22 September 2011, 12:00 AM  ✖

Enrol users



- Left hand side menu > Settings > Enrolled Users
- Now you see all users and their roles
- Click on Enrol Users (blue button at top right hand side)

Navigation

Enrolled users









Enrol users

Assign roles

Student

Enrolment options

2735 users found

1	 Zainab Abiodun user@bexley.co.uk	Enrol
2	 Deqa Abdi hannah.200@hotmail.co.uk	Enrol
3	 Fadumo Abdi suban-61@hotmail.co.uk	Enrol
4	 Moza Abdallah moh@yahoo.co.uk	Enrol
5	 Debbie Adams Debbie.Adams@bexley.ac.uk	Enrol
6	 Beatrice Acheampong Beatrice.Acheampong@bexleycollege.ac.uk	Enrol
7	 Shola Abimbola-Cole shobalog@aol.com	Enrol
8	 Anna Abunaw	Enrol

Search

Finish enrolling users

Enrol users

Groups

Enrolment methods

Manual enrolments from Thursday, 22 September 2011, 12:00 AM

Manual enrolments from Thursday, 22 September 2011, 12:00 AM

Enrol users

1. Select from Assign roles a role like teacher or student (manager role is like previous Course creator role – more editing rights such as adding on people and courses..)

1. Search bar click here > type in students name > hit return on the keyboard

2. Next to name click “Enrol”

3. Once all added on click on “Finish enrolling users”

Navigation

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Enrolment methods All

Enrol users

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First name / Surname ↓ Email address	Last access	Roles	Groups	Enrolment methods
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 lorna test user l_c_guk@yahoo.co.uk	271 days			

Assign roles ✖

Settings

+ -

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Course administration

✎ Turn editing off

1. Click on white cross under Roles in centre of the menu
2. Assign roles mini menu appears you can select from here too – to change roles
3. Deleting > Enrolment methods (right hand side) > Red cross > Select
4. Click on top menu (left hand side) next to my courses will show your course > select it

Enrol users

- Tutorial Complete