

Adding and Removing Participants in Moodle

With the new version of Moodle, adding students, TAs, and other teachers to a course is very easy. It is no longer necessary to call ITS to have them add a participant of any nature, since the designated teacher of the course can add participants. Here's how:

Log into Moodle and navigate to the course to which you wish to add people.

Choose "Assign roles" in the Administration block on the left (do not choose participants and work from there, as that will not effect the course as a whole).

On the screen that appears, choose the role which you wish to assign (student, teacher, TA, etc).

On the screen that appears, search for the person by using the search field at the bottom of the right column. When the search results appear in the right column, highlight the appropriate name and click the left-pointing arrow (the "less than" symbol).

That's all there is to it. You do not need to save changes, or do anything else to Moodle to make sure it remembers the changes you made to the participants list; it saves those changes automatically. To remove someone from your course, follow the same procedure, but select the name in the left column and click the arrow to move the name to the right, and the name will disappear from both columns.

Those you add to the course will be added to the course folder and course email list with equivalent privileges in those two course services as you have granted them in Moodle.

The changes to Moodle are immediate. The additions to the course folder and email lists happen once an hour between 6 am and 11 pm.