

Enrolling in AA Portfolio Courses

Moodle 2.x

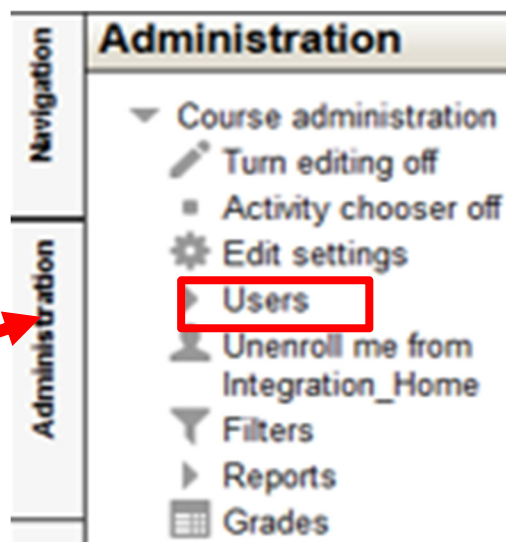
These directions will help teachers to enroll themselves as “Students” in Moodle courses.

Login to Moodle and open the student’s Moodle course

(District Category→AA or use the search box at the very bottom of the Moodle sub-category page).

1. Click on **Administration**→**Users**→**Enrolled Users**

Depending on your customized settings, you may find Administration under a column on the right-hand side of your screen.



2. Click on **Enroll users**.

Enrolled users

Enrolment methods

Last access	Roles	Groups
3 days 21 hours	Student	
8 days	Student	

Enrol users 3
Assign roles
Enrolment options
3 users found 5

1		Christine Staats christine.staats@dallastown.net	
2		Megan Staats StaatsMeganM@dallastownsd.net	
3		Emily Staats StaatsEmilyR@dallastownsd.net	

4
Search
6

3. Assign roles = **Student**

4. **Type your last name** in the search box and press **Enter**.

5. Click **Enroll** next to your name.

6. Click, **Finish enrolling users**.