**Enrolling Users in Your Course**

Students are enrolling themselves to your class, the only thing that you need to do is to create an enrollment key. You need to **Turn editing on** then

- Click Course Administration
- Go to Users then click on Enrollment Methods. You need to activate Self Enrollment and Manual Enrollment.
- Click on the eye in front of each enrollment method and enable them.

After enabling the self-enrollment method click on update button, which is right from the eye button, and put your enrollment key for students.

You can also add users to your Moodle course manually.

- On your course home page, click on the Users link in the Course administration block.
- Click on Enrolled users.
- Click on the link in the upper right corner labeled Enroll users

- Choose the role that you wish the user to have (student, non-editing teacher, etc.) from the Assign roles drop-down menu at the top of the Enroll user box.
• Enter the person’s name in the **Search** field at the bottom of the box and hit **Enter** on your keyboard to start the search.

• Select the person that you want to enroll from the results list and click on the **Enroll** button associated with his/her name.

• Click on **Finish enrolling users** at the bottom of the box to return to your course.

Students will be automatically removed from your site if they drop your course in the first four weeks of the term. The only users that you can remove from your site are those enrolled manually.