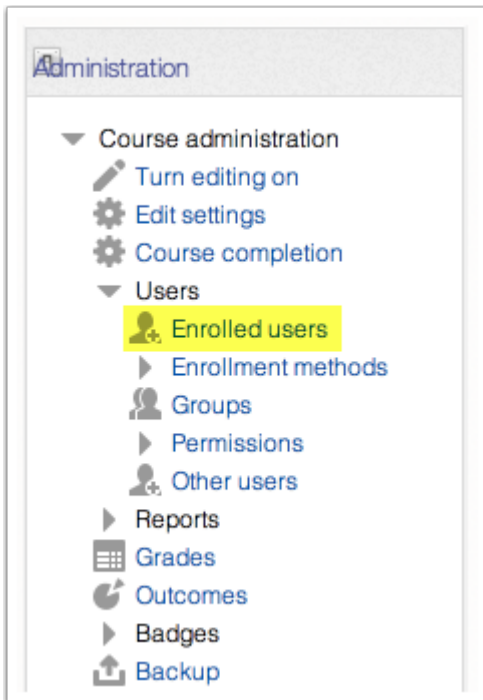


# Moodle: enroll a user or cohort in a course

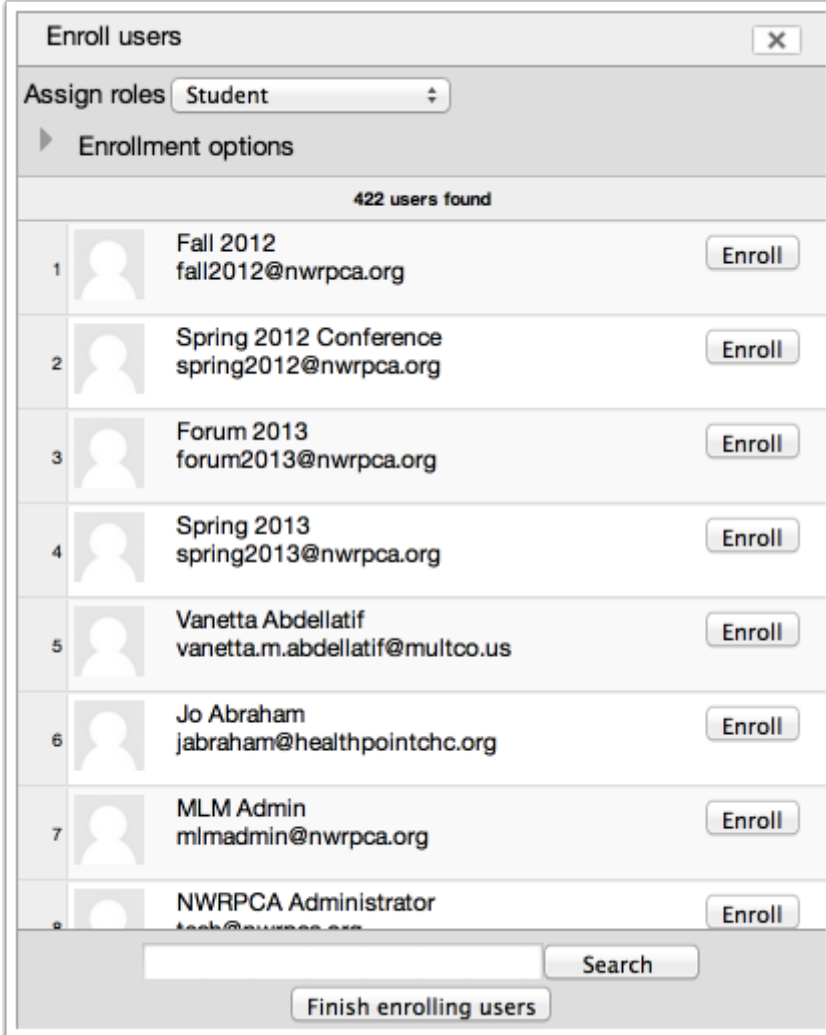
## Step 1

Log into nwrpca.net/moodle. Navigate to your course. Scroll down to the bottom of the page, and on the left side, select 'Course administration', 'Users, then 'Enrolled users'.



## Step 2

Scroll to the bottom of the screen and select **Enroll users**. The window below will pop up. You can then search for users from the NWRPCA database and enroll them in the course. When you are done hit **Finish Enrolling Users**.



The screenshot shows a Moodle 'Enroll users' dialog box. At the top, there is a close button (X) and a section for 'Assign roles' with a dropdown menu set to 'Student'. Below this is a section for 'Enrollment options'. A status bar indicates '422 users found'. The main area contains a list of users, each with a profile icon, a name, an email address, and an 'Enroll' button. The users listed are:

Number	Name	Email	Action
1	Fall 2012	fall2012@nwrpca.org	Enroll
2	Spring 2012 Conference	spring2012@nwrpca.org	Enroll
3	Forum 2013	forum2013@nwrpca.org	Enroll
4	Spring 2013	spring2013@nwrpca.org	Enroll
5	Vanetta Abdellatif	vanetta.m.abdellatif@multco.us	Enroll
6	Jo Abraham	jabraham@healthpointchc.org	Enroll
7	MLM Admin	mlmadmin@nwrpca.org	Enroll
8	NWRPCA Administrator	tech@nwrpca.org	Enroll

At the bottom of the dialog, there is a search input field, a 'Search' button, and a 'Finish enrolling users' button.