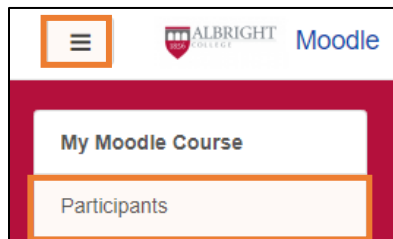


ADDING PARTICIPANTS TO YOUR COURSE

Faculty often need to add a tutor, fellow faculty, or lab assistant to a course. Adding participants to a course can be done manually by any faculty enrolled in the course.

Please note: enrolled students should not be added to Moodle courses manually as this enrollment won't synch with the student information system.

In your course, at the top of the left-hand menu, **click [Participants](#)**. Note: You may first need to click the three parallel lines to expand the menu.



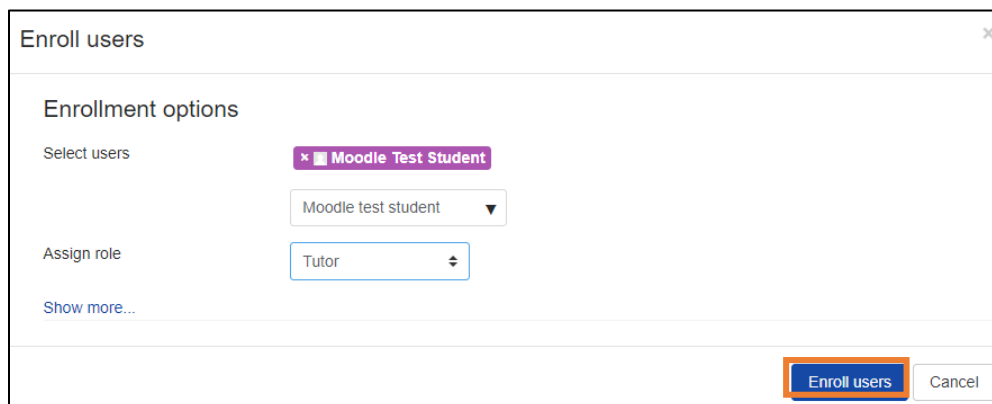
Click [Enroll users](#).



Search for the name of the person you want to enroll. **Choose** the appropriate role.





IMPORTANT NOTE: When enrolling fellow faculty, you must choose the role Co-teacher. Other roles will create problems with our course evaluation system.

Click [Enroll users](#).



ADDING PARTICIPANTS TO YOUR COURSE

You'll now see the person on the list of participants in your course with the role you chose.

<input type="checkbox"/>	 Moodle Test Student	Tutor 	No groups	Never	Active 	 
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