Managing your Moodle Space

Staff and Student access and enrolment

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Below are details of the university’s standard Moodle system roles and the privileges they grant users.

**How students are enrolled on a Moodle module space?**

When a student registers for a particular university course module, enrolment details are recorded into Student Record System (SITS). Once the enrolment is registered in SITS, the student is automatically enrolled into the corresponding Moodle module space with a “Student” system role.

*Please note, for modules where Moodle inherits student data from the Student Record System, students should not be manually enrolled on to the module space.*

**How staff are enrolled on a Moodle module space?**

When a member of staff is recorded in SITS as a Module Convenor’s he is automatically enrolled into the Moodle module space. The course convenor will then be able to manually enrol additional members of staff to the module space.

**Enrolment methods in Moodle**

Enrolment methods provide alternative ways of getting users onto a Moodle module space. In order to view and manage the active enrolment methods on your Moodle space: click on the **Gear menu [Top right of the module page] > More... > Users tab > Enrolment methods.**
Please see below for a description on the different enrolment methods available in Moodle

**Manual enrolment:** Enables Managers/Editing Teachers to manage individual or collective enrolment to their course.

**Self-enrolment:** Allows any user to enrol onto a Moodle space. An enrolment key (course password) can be used to limit enrolments to only those users with the password.

**Auto enrolment:** Similar to self-enrolment but user doesn’t need to click ‘Enrol me’ button when s/he enters the module space for the first time.

**Guest access:** Allows all Warwick authenticated users "read only" access. The user is unable to participate in any activities. It is possible to add an enrolment key if required.

**Roles in Moodle**

Enrolment in Moodle is the process of making users participants in a module space that includes both students and teachers (and/or module administrators). At the same time, users are given a role in a module space which defines what they are allowed to do on it. See below for a description on the different roles available in Moodle.

**Manager:** Almost every capability in a course or category. Full editing/viewing rights and ability to change course settings, enrolments, filters etc.

**Course Leader:** Can do almost anything within a course, including adding or changing the activities and grading students.

**Editing teacher:** This role will allow a user to do almost anything within a module space, including: editing module setup, adding resources and activities and grading students. By default, an Editing teacher can also assign “non-editing teacher” and a “Student” role to other users. *Please note, a user will need this role in order to edit Lecture Capture recordings via the Moodle module space.*

**Non-editing teacher:** A non-editing teacher is able to view and grade students' work, but may not add, update or delete any of the activities or resources.

**Student:** Can participate in course activities and view resources but not alter them or see the class gradebook. They can see their own grades if the teacher has allowed this.
**Guest:** Gives read-only access. The user is unable to participate in any activities.

**How to manually enrol users in a Moodle module space?**

For SITS based modules, students and module convenor will be automatically enrolled on to the module space. However, you can manually add additional staff, with a required role [See “Enrolment roles in Moodle” for more information].

Follow the instructions below to add additional users to a module space with the required role:

**Step 1:** Open the module space and from there click on the **Gear menu** [Top right of the module page]

> More...

**Step 2:** Under course administration, **Click** on the “Users” tab and then “Enrolled Users”
Step 3: Click on “Enrol users” button to enrol a new user/s.

Step 4: From the “Enrol users” window, select the role you would like to give the new user.

Step 5: Next, search for the user you would like to enrol on to the module space.
Step 6: Click on “Enrol” next to the relevant person from the search result.

Step 7: Once you have finished enrolling all the users, click on “Finish enrolling users” to complete the process.
Please note, you will need to have at least an Editing Teacher role (i.e. Editing Teacher, Course Leader or Manager) on the module space in order to add users with a “Non-editing”, “Student” or “Guest” role.

**Recommended Approaches**

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<thead>
<tr>
<th>Requirement</th>
<th>Recommendation</th>
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<tbody>
<tr>
<td>Additional teaching staff needing read-only access</td>
<td>Enrol individual as non-editing teacher or course browser role</td>
</tr>
<tr>
<td>Provide access to students already at Warwick thinking about doing the module</td>
<td>Set module to allow guest access</td>
</tr>
<tr>
<td>Provide external examiners with read-only access</td>
<td>They need a Warwick external partner account (<a href="https://docs.moodle.org/32/en/Enrolments">click here to view form</a>) then enrol them on to the course space with a ‘non-editing’ teacher role.</td>
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<tr>
<td>Provide access to a non-module specific Moodle space for all students on a programme or in a department</td>
<td>Create a cohort sync. Please contact the Moodle support team for more information.</td>
</tr>
<tr>
<td>Provide a user access to all the Moodle module spaces within a department</td>
<td>User will need to be granted the appropriate enrolment role at the category level in Moodle. This can either be done by a user with a ‘manager’ Moodle role at the category level or a Moodle administrator</td>
</tr>
<tr>
<td>How can staff edit Lecture Capture recordings via the ‘Lecture capture’ block in a Moodle space?</td>
<td>Staff will need to have an ‘Editing teacher’ role on the module space in order to edit recordings in the Lecture Capture system</td>
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</table>

**More information on Enrolment Methods and Roles**

Information on Enrolment Methods visit: [https://docs.moodle.org/32/en/Enrolments](https://docs.moodle.org/32/en/Enrolments)

Information on enrolment roles visit: [https://docs.moodle.org/32/en/Enrolments](https://docs.moodle.org/32/en/Enrolments)