Moodle: Enroll or unenroll participants

Last Modified on 08/15/2023 5:03 pm EDT

On a Moodle course page, there are different ways participants are enrolled and assigned roles. Some are automatic and others can be performed by course instructors.

> **Before you start**, you may need the following:
>
> - an **Instructor of Record** or **Other Editing Teacher** role in a Bryn Mawr Moodle course.

Automatic enrollment through Bionic

All course enrollments are processed by the Registrar's office through its online system, Bionic. ⧉ Bionic **automatically** transfers certain information to Moodle for **academic courses pages only:**

- **Instructors assigned to a course in Bionic** are enrolled as **Instructor of records** on their Moodle course page.
- **Students who register for a course in Bionic** are enrolled as **Registered students** in the Moodle course page.
- **Students who drop a course in Bionic** are removed as **Registered students** from the Moodle course page and thus lose access to it.

> **Attention:** Course enrollment data is fed to Moodle multiple times a day during pre-registration and registration, but it can take up to one business day for changes in Bionic to show in Moodle. In the meantime, students can still participate in the course:
>
> - **They can access the course as guests** ⧉ to view the syllabus and course materials
> - **Instructors can manually enroll students** ⧉ as **Auditors** so they can complete course activities and assignments.

Manually enroll participants

On top of automatic enrollments from Bionic, an **Instructor of Record** or **Other editing teacher** can **manually enroll** participants. This is the only way to add TA's and additional instructors to an academic course, and it can be used to give students access to a Moodle course while registration is being finalized.

Manually remove participants

An **Instructor of Record** or **Other editing teacher** can **manually remove** participants from a Moodle course.

Bulk and self-enrollment options

Manual enrollment works best if you need to enroll a few people at a time. If you need to enroll **many** participants in a non-academic course (which will not have an automatic feed from Bionic), bulk enrollment or self-enrollment can help.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

Phone: 610-526-7440 | Library and Help Desk hours
Email: help@brynmawr.edu | Service catalog
Location: Canaday Library 1st floor