

# Moodle: Enroll or unenroll participants

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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 to enroll participants manually.

## Automatic enrollment through Bionic

**Bionic** automatically enrolls students and faculty in the Moodle sites for **academic courses**:

- **Instructors** assigned to a course in Bionic are enrolled as **Instructors of record** in the corresponding Moodle course.
- **Students** who register for a course in Bionic are enrolled as **Registered students** in the Moodle course; if they drop the course in Bionic, they will be removed from the Moodle course as well.

**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 up in Moodle. **In the meantime:**

- **Students can access the course as a guest** to view the syllabus and course materials
- An instructor can **manually enroll a student** as an **Auditor** if they need to participate in Moodle course activities.

## Manually enroll participants

**Instructors of Record** and **Other editing teachers** can **manually enroll** participants in their Moodle courses. This is the only way to add TAs 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 that have been manually added to a Moodle course.

Instructors of record and Other editing teachers **cannot manually remove participants that Bionic has enrolled:**

- Contact the Office of the Registrar (for students) or Provost (for faculty) if you need help removing a student or instructor from a Bionic roster.
- If a participant isn't removed from the Moodle course participants list within a day after being dropped from a Bionic roster, please **email us with the participant's name and the course subject** at [help@brynmawr.edu](mailto:help@brynmawr.edu) so we can investigate.

## Bulk and self-enrollment

If you need to enroll **many** participants in a non-academic course, bulk enrollment or self-enrollment might be a better alternative. Please email [help@brynmawr.edu](mailto:help@brynmawr.edu) or **make [an appointment with one of our educational technologists](#)** [to get started](#).

## Videos & Further Reading on Managing Participants

- **Video:** [Enrolling Learners](#)
- **MoodleDocs:** [Course Enrollment](#)

## 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](mailto:help@brynmawr.edu) | [Service catalog](#)

**Location:** Canaday Library 1st floor