Moodle: Enroll or unenroll participants

Everything you need to know about enrolling and unenrolling participants in Moodle courses.

Before you start, you may need the following:

- an Instructor of Record or Other Editing Teacher role in a Bryn Mawr Moodle course.

Prefer video? See Moodle's Enrolling Learners demo.

Automatic enrollment through Bionic

Bionic automatically enrolls students and instructors in the Moodle courses pages for academic courses.

- Instructors assigned to a Bionic course are enrolled as Instructor of records on their Moodle course page.
- Students who register for a course in Bionic are enrolled as a Registered student in the Moodle course page. If they drop the course in Bionic, they are removed from the Moodle course participants list.

Enrollment changes do NOT sync instantaneously. 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 enter 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

An Instructor of Record or Other editing teacher can manually enroll others in Moodle courses. This is the only way to add TA's and additional instructors to an academic course, and it can be used to give a
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, 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!

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