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 **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** 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 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 | Service catalog
Location: Canaday Library 1st floor