

Enrolling students

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Enrolling students in the course

Introduction

Your students will be enrolled in your course at the start of the term. However, if a student joins your class after term starts you will need to enrol them and add them to your mark book group.

▮ **WATCH: Enrolling your students.**

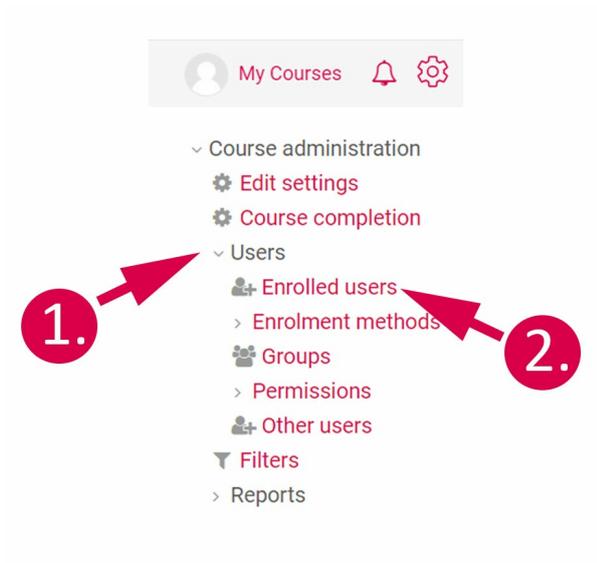
Step one

Open the Admin menu from the **Cog icon** on the top right of your screen.



Step two

Click **Users** to open the menu then click **Enrolled users**. This will open the Participants page.



Step three

From the Participants page click **Enrol users**.

First name / Surname	Username	Roles	Groups	Last access to course	Status
[Redacted]	[Redacted]	Student	BARBARA-D_AMEY_SF_22486_B1	Never	Active
[Redacted]	[Redacted]	Student	MAGGIE-H_AMEY_SF_22486_DN	Never	Active

Step four

Search for the student by their STRATA ID, letters must be entered as lower case. Click on the student's name in the drop down menu.

NOTE: If you cannot find the student using this search method, they may already be enrolled in the course online. You can then search through the existing users to check.

📌 **TIP:** You can also search for your student by name or email address.

Enrol users

Enrolment options

Select users

No selection

1234

Assign role

Student

Show more...

Enrol selected users and cohorts

Cancel

Step five

Once you have selected all the students you wish to enrol, check that the role is set to student and click **Enrol selected users and cohorts**.

Enrol users

Enrolment options

Select users

123

Select cohorts

No selection

Search

Assign role

Student

Show more...

Enrol selected users and cohorts

Cancel

Your students are now enrolled and ready to be added to groups.

Enrolling students, co-teachers and yourself into Markbook groups

Introduction

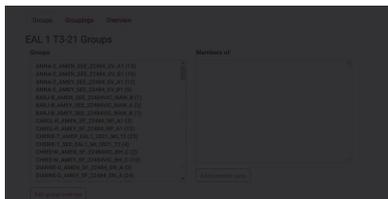
Markbook groups are used in myAMES to help teachers manage their classes without having to sort through hundreds of students. In order to see your students in the Gradebook and participants page **both** you and your students will need to be part of the same Markbook group.

Students and teachers will be enrolled in Markbook groups as part of the bulk enrollment at the start of the term. Throughout the term, teachers may need to enroll new students, other teachers, or even themselves if class groups change.

Adding users to Markbook groups

Navigating to the Groups page

- Click the **Admin** cog in the top right-hand corner of your course
- Click > **Users** to expand the options
- Click **Enrolled users**



Locating your Markbook group

- Scroll down and find your **Markbook** group on the list
- Click on the group name to select.
- Click **Add/remove users**

Adding a user to the group

- Search for students or teachers by name or strata number using the **Potential members search bar** in the bottom right.
- Click on the name of the teacher or student you wish to add to the group.
- Click **Add**
- Click **Return to Groups**

The student or teacher will now be enrolled in your markbook group.

▮ **TIP:** You can use this method to add students to learning and assessment groups, however, it is quicker and easier to do so from the participant's page. Once a student is enrolled in your mark book group you will be able to view them on the participant's page.
