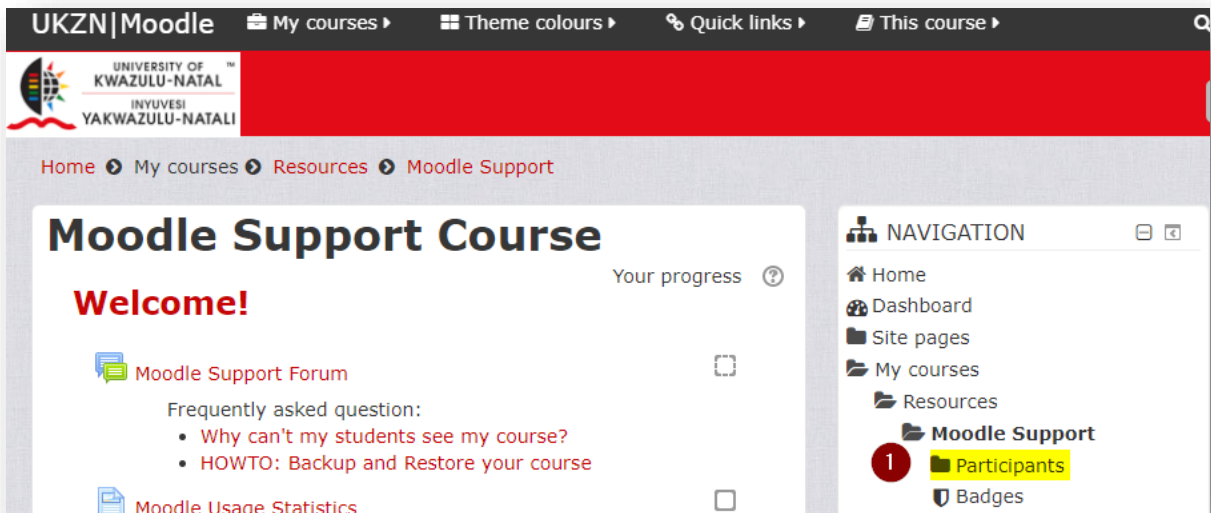


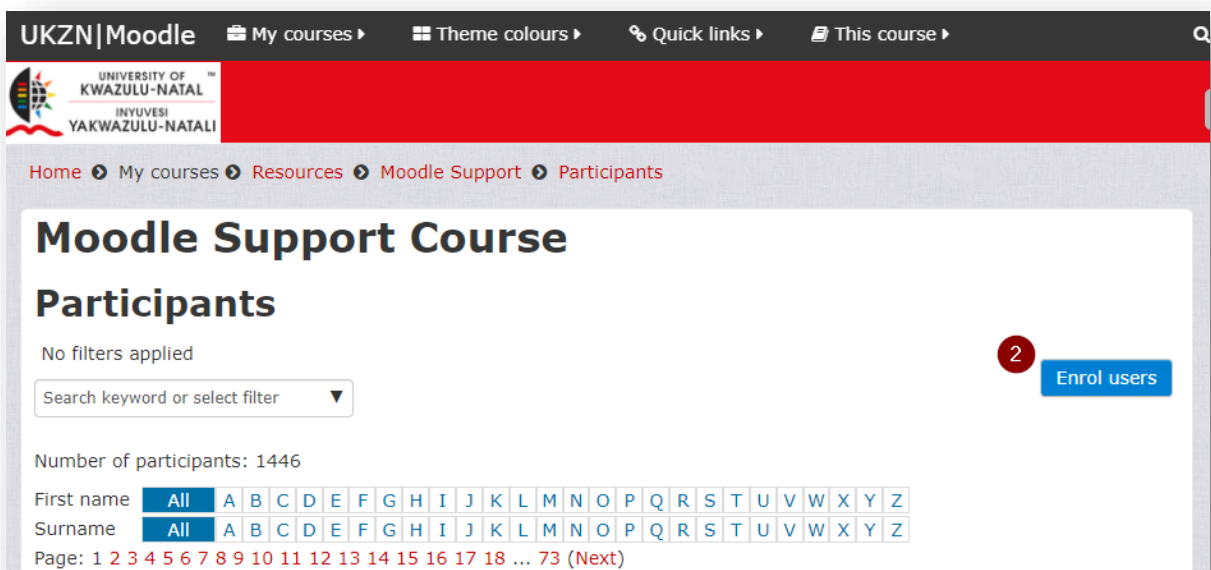
HOWTO ADD A TEACHER TO YOUR COURSE

1) Click on **Participants** in the **Navigation** block.



The screenshot shows the Moodle course interface for 'Moodle Support Course'. The top navigation bar includes 'UKZN|Moodle', 'My courses', 'Theme colours', 'Quick links', and 'This course'. The breadcrumb trail is 'Home > My courses > Resources > Moodle Support'. The main content area displays a 'Welcome!' message and a 'Moodle Support Forum' section with frequently asked questions. On the right, the 'NAVIGATION' block lists 'Home', 'Dashboard', 'Site pages', 'My courses', 'Resources', 'Moodle Support', and 'Badges'. The 'Moodle Support' item is expanded, and 'Participants' is highlighted with a yellow background and a red circle containing the number '1'.

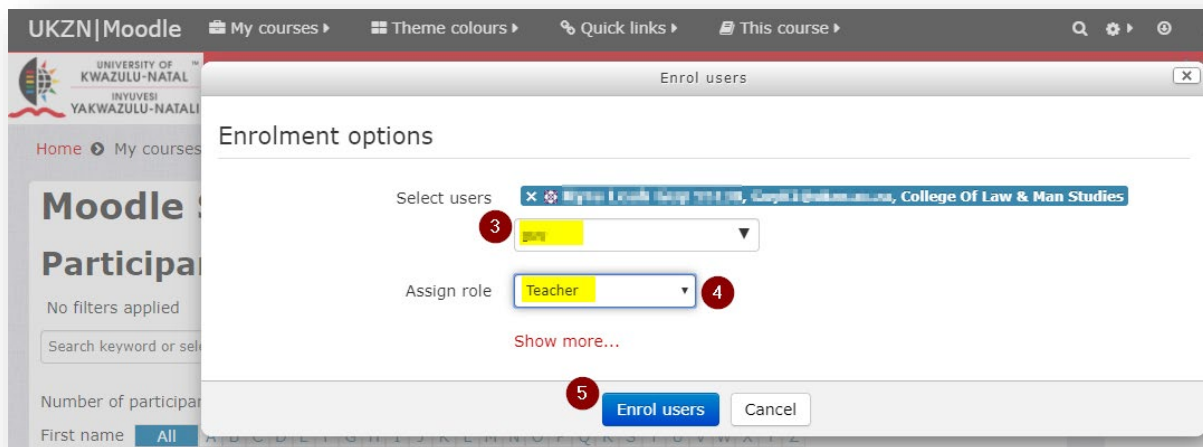
2) Click on the **Enrol users** button.



The screenshot shows the 'Participants' page for the 'Moodle Support Course'. The breadcrumb trail is 'Home > My courses > Resources > Moodle Support > Participants'. The page title is 'Moodle Support Course' and the sub-page title is 'Participants'. Below the title, it says 'No filters applied' and 'Number of participants: 1446'. There is a search box with the placeholder text 'Search keyword or select filter'. On the right side, there is a blue button labeled 'Enrol users' with a red circle containing the number '2' next to it. Below the search box, there are two rows of filters for 'First name' and 'Surname', each with an 'All' button and a grid of letters A-Z. At the bottom, it says 'Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 ... 73 (Next)'.

HOWTO ADD A TEACHER TO YOUR COURSE

- 3) Enter part of the email address to **Search** for the Teacher and click on the correct name to **Select**.
- 4) Choose **Teacher** in **Assign role**.
- 5) Click on the **Enrol users** button.



Please note: If you cannot locate the user check that they are not already enrolled in the course. If so, add the Teacher role from the Participants table.