1) Click on Participants in the Navigation block.

![Image of Moodle Navigation block with Participants highlighted]

2) Click on the Enrol users button.

![Image of Moodle Participants page with Enrol users button highlighted]
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.

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*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.*