

Enrolled students in your course on Moodle (medh) servers-

Through User bulk enrolment option-

1. Download list of students in your course from AIMS portal as shown below-

AIMS Academic Portal Attendance Courses Manage Users Reports Create Feedback Help acad.user (Academic Section)

Course Offering Details

Main Enrollments Stats Notes

S#	Roll No.	Name	Enrol. Type	Status	Attd.	Action
1	2019CSB1043	ASHISH SULANIA	Credit	Enrolled	--	Approve Add/Drop Reject Add/Drop Download CSV
2	2019CSB1044	DEEPAN MAITRA	Credit	Enrolled	--	
3	2019CSB1263	HIMANSHU YADAV	Credit	Enrolled	--	
4	2019CSB1103	NITISH GOYAL	Credit	Enrolled	--	
5	2019CSB1084	FADIA RAKESHKUMAR	Credit	Enrolled	--	

download csv from here

students (1).csv open the csv

A	B	C	D	E	F	G	H
first_name	last_name	email	roll_no	dept_nam	enrol_type		
DEEPAN	MAITRA	2019CSB1044@iitrpr.ac.in	2019CSB1044	CSE	C		
HIMANSH	YADAV	2019CSB1263@iitrpr.ac.in	2019CSB1263	CSE	C		
NITISH	GOYAL	2019CSB1103@iitrpr.ac.in	2019CSB1103	CSE	C		
FADIA	RAKESHK	2019CSB1084@iitrpr.ac.in	2019CSB1084	CSE	C		
HIMANSH	NIM	2019CSB1090@iitrpr.ac.in	2019CSB1090	CSE	C		
P	RAJASEKH	2019CSB1105@iitrpr.ac.in	2019CSB1105	CSE	C		
VISHAWA	DATTA	2019CSB1305@iitrpr.ac.in	2019CSB1305	CSE	C		
TARUN	SINGLA	2019CSB1126@iitrpr.ac.in	2019CSB1126	CSE	C		
NUPUR	RATHI	2019CSB1104@iitrpr.ac.in	2019CSB1104	CSE	C		

copy the email ids and paste it on notepad

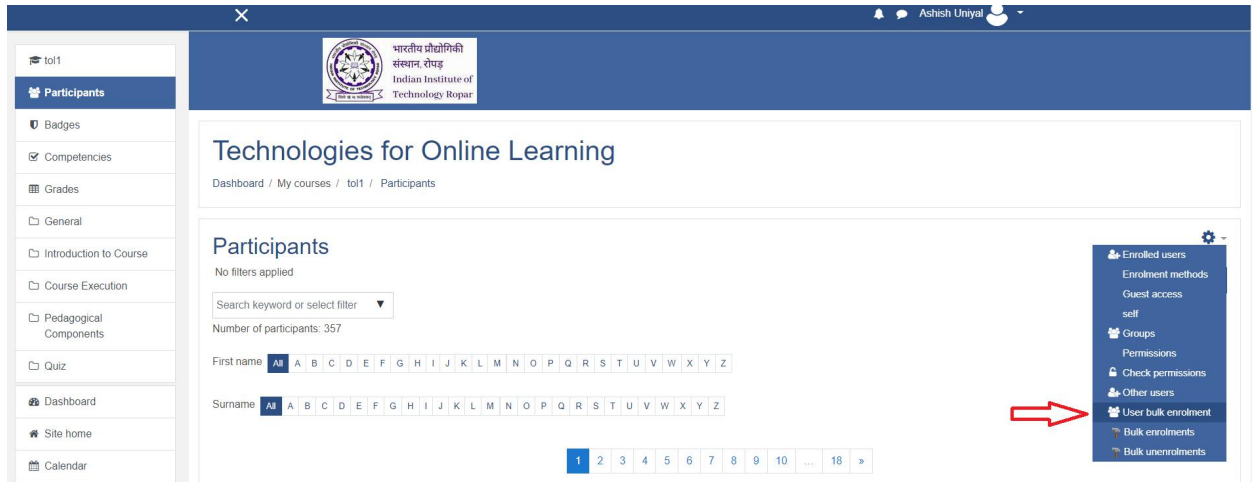
2. Open the medh servers in which course is configured.
3. Click on your course and then "Turn Editing on" as given below-

The screenshot shows the Moodle course interface for 'Technologies for Online Learning'. The left sidebar contains navigation tabs: tol1, Participants, Badges, Competencies, Grades, General, Introduction to Course, Course Execution, Pedagogical Components, Quiz, Dashboard, Site home, Calendar, Private files, and My courses. The main content area includes sections for Announcements (with 'new quiz' and 'test quiz'), Introduction to Course (with 'Course Objective', 'Resources for Semester-I, 2020-21', and 'Contact Us'), and Course Execution (with 'Course Components'). A settings menu is open on the right, listing options like 'Edit settings', 'Turn editing on', 'Course completion', 'Filters', 'Gradebook setup', 'Backup', 'Restore', 'Import', 'Reset', 'Uploadnotification', and 'More...'. A red arrow points to the 'Turn editing on' option.

4. Click on the Participants tab on left side as given below-

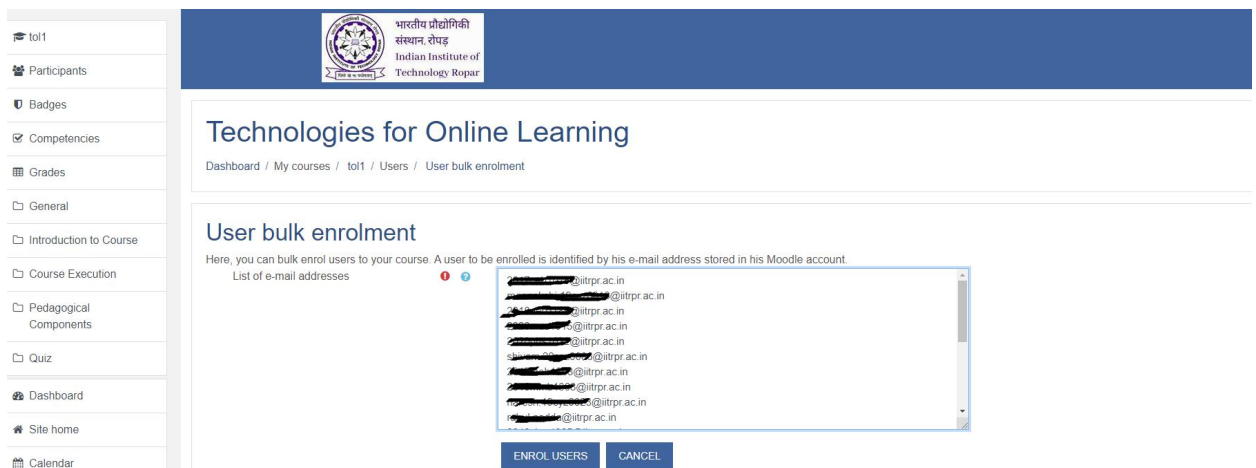
The screenshot shows the Moodle course interface for 'Technologies for Online Learning' with the 'Participants' tab selected in the left sidebar. The main content area displays the 'Participants' page, indicating 'No filters applied' and 'Number of participants: 357'. It features search filters for 'First name' and 'Surname' with dropdown menus. Below the filters is a pagination bar showing '1' of 18 pages. At the bottom, a table header is visible with columns: First name / Surname, Email address, Roles, Groups, Last access to course, and Status. A red arrow points to the 'Participants' tab in the sidebar.

5. Click on the bulk enrolment option from right side as shown below-



The screenshot shows the Moodle course interface for "Technologies for Online Learning". On the left is a navigation menu with options like Participants, Badges, Competencies, Grades, General, Introduction to Course, Course Execution, Pedagogical Components, Quiz, Dashboard, Site home, and Calendar. The main content area displays "Participants" with a search bar and a list of participants. On the right, a blue menu is open, showing options: Enrolled users, Enrolment methods, Guest access, self, Groups, Permissions, Check permissions, Other users, User bulk enrolment, Bulk enrolments, and Bulk unenrolments. A red arrow points to the "User bulk enrolment" option.

6. Copy the email IDs of students in text box as given below and then click enrol users



The screenshot shows the Moodle course interface for "Technologies for Online Learning" at the "User bulk enrolment" page. The page title is "User bulk enrolment" and the breadcrumb is "Dashboard / My courses / to1 / Users / User bulk enrolment". Below the title, there is a text box for "List of e-mail addresses" containing several email addresses, all ending in "@iitpr.ac.in". Below the text box are two buttons: "ENROL USERS" and "CANCEL".

The screenshot displays the Moodle LMS interface for the course "Technologies for Online Learning". The left sidebar contains navigation options such as "Participants", "Badges", "Competencies", "Grades", "General", "Introduction to Course", "Course Execution", "Pedagogical Components", "Quiz", "Dashboard", "Site home", "Calendar", "Private files", and "My courses". The main content area shows the "User bulk enrolment" page, which includes a table of users to be enrolled and an "Enrolment details" section.

Technologies for Online Learning
 Dashboard / My courses / tol1 / Users / User bulk enrolment

User bulk enrolment
 Users to be enrolled into the course

Email address	First name	Surname	User enrolment	Group membership
[redacted]@iitrpr.ac.in	ANTARA	ARUN	User will be enrolled	

Enrolment details

Enrolment method	Assigned role
Manual enrolments	Student

ENROL USERS CANCEL

7. Now you can see students as participants.

For any query please send a mail to - itteam@iitrpr.ac.in