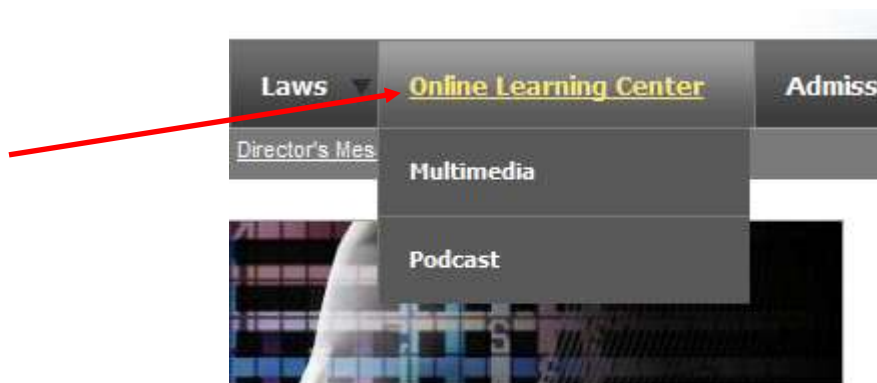


# Adding New Users to Moodle

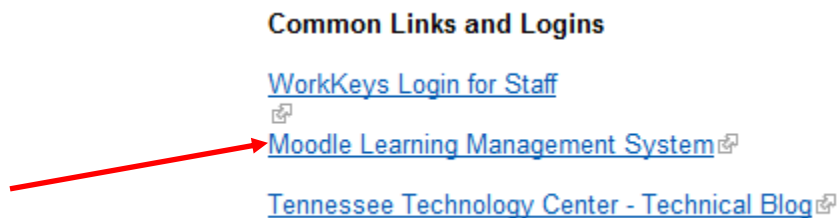
1. Go to the TTC Web page



2. Click on the Online Learning Center link on the Menu bar at the top of the page.



3. Under "Common Links and Logins," click on the "Moodle Learning Management System" link.



4. The Tennessee Technology Center at Shelbyville Learning Management System home page will load. In the upper right hand corner, click the “Login” link.



5. The username and password box will be presented. Enter your username and password. Click the Login button.

**Returning to this web site?**

Login here using your username and password  
(Cookies must be enabled in your browser) ?

Username

Password

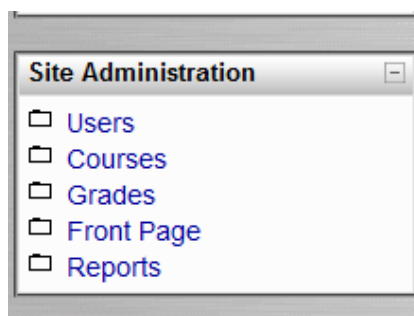
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Some courses may allow guest access

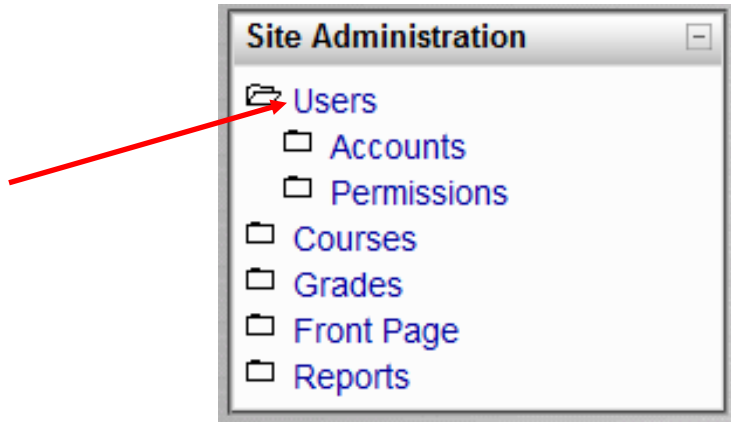
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Forgotten your username or password?

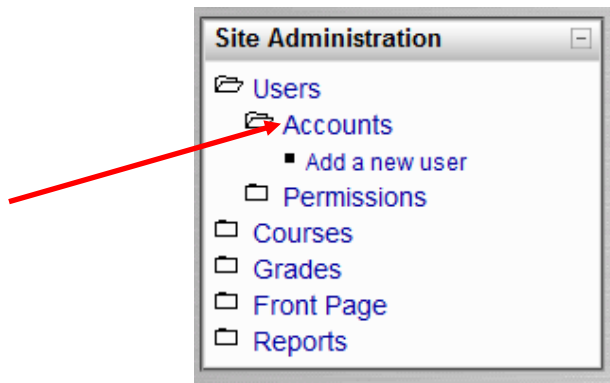
6. After logging in, look for the “Site Administration” box on the left side of the page.



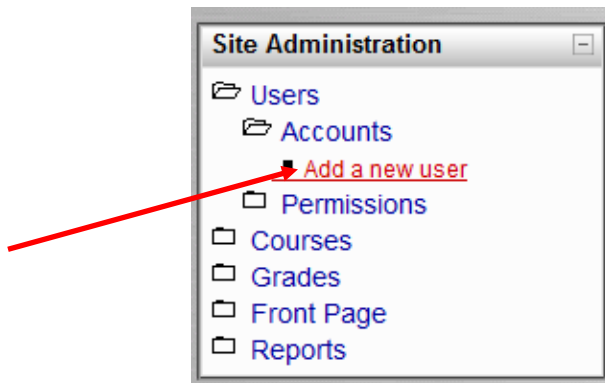
7. Click on the "Users" link in the "Site Administration" box. The menu will expand.



8. Click on "Accounts" link in the submenu. The menu will expand again.



9. Click on the "Add a new user" link the new submenu.



10. On the following screen, enter the required information in the fields designated by red print.

Tennessee Technology Center at Shelbyville Learning Management System

You are logged in as Instructor 1 (Logout)

LMS Administration Users Accounts Add a new user

Blocks editing on

Site Administration

- Users
- Accounts
  - Add a new user
- Permissions
- Courses
- Grades
- Front Page
- Reports

Admin bookmarks

- bookmark this page

General

Show Advanced

Username\* tssiom

New password\* \*\*\*\*\* Unmask

Force password change

First name\* Tim

Surname\* Sissom

Email address\* tim.sissom@shelbyville.edu

Email display Allow only other course members to see my email address

Email activated This email address is enabled

City/town\* Shelbyville

Select a country\* United States

Timezone Server's local time

Preferred language English (en)

Description

11. The remaining fields can be left with the default entries. Scroll down when the entries are complete and click the "Update Profile" button.

Email activated This email address is enabled

City/town\* Shelbyville

Select a country\* United States

Timezone Server's local time

Preferred language English (en)

Description

Interests

List of interests

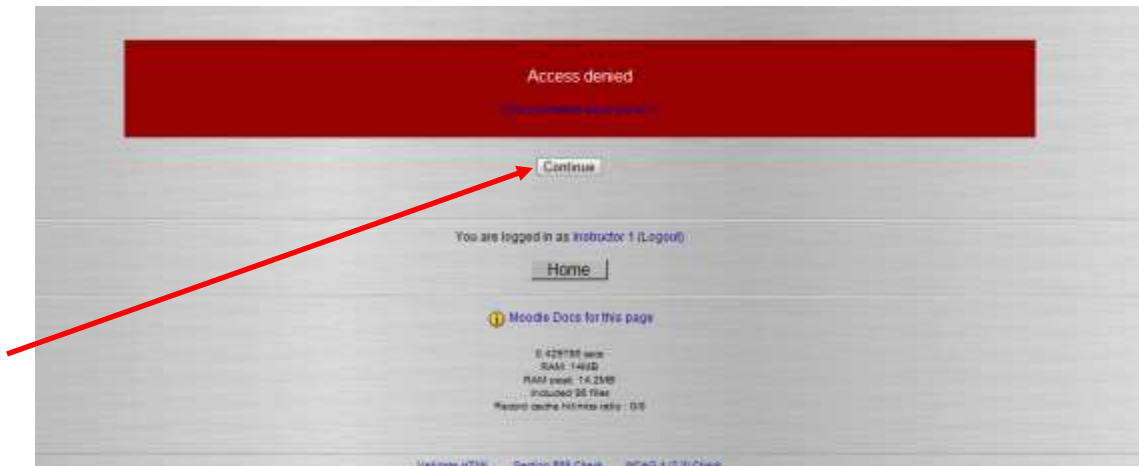
Optional

Show Advanced

Update profile

There are required fields in this form marked\*.

12. An “Access Denied” message will be displayed. Click the “Continue” button.



13. After clicking “continue,” the Learning Management System Home page will load. Continue from step 6 until all new users are added, then continue to step 14.



14. Scroll down to the class to which the new users will be added. Click on the link to enter the course.



15. On the course page, look for the “Administration” block on the left side of the page.

The screenshot shows the 'Practical Nursing' course page. On the left side, there is a vertical menu with several blocks: 'People' (with a 'Participants' link), 'Activities' (with 'Forums' and 'Resources' links), 'Search Forums' (with a search box and 'Go' button), and 'Administration'. The 'Administration' block is highlighted with a red arrow and contains the following links: 'Turn editing on', 'Settings', 'Assign roles', 'Grades', 'Groups', 'Backup', 'Restore', 'Import', 'Reset', 'Reports', 'Questions', 'Files', and 'Profile'. To the right of the 'Administration' block is a 'Topic outline' section with the following items: 'Medication Administration Syllabus' (with links to 'Medication Administration Video file', 'Six Rights of Medication Administration', and 'Medication Administration - Subcutaneous Medications'), 'News forum', '1 SIM Man Operations' (with 'Sim Man operation' link), '2 Head to Toe Assessment' (with links to 'Nursing Head to Toe Assessment Part 1 of 6' through 'Part 5 of 6' and 'Nursing Head to Toe Video Part 6 of 6'), '3 Emergency', '4', '5', and '6'.

16. Click on the “Assign roles” link in the Administration block.

This screenshot is similar to the previous one, but the 'Assign roles' link in the 'Administration' block is highlighted with a red arrow. The 'Assign roles' link is written in red text. The rest of the page content, including the 'Topic outline' and other navigation blocks, remains the same as in the previous screenshot.

17. In the "Assign Roles" window, click on the "Student" link.

Locally assigned roles

### Assign roles in Course: LPN ?

Roles	Description	Users
<a href="#">Student</a>	Students generally have fewer privileges within a course.	0
<a href="#">Guest</a>	Guests have minimal privileges and usually can not enter text anywhere.	0

[Click here to enter your course.](#)

18. The next screen presents a list of available users on the right side with a search box at the bottom.

Locally assigned roles

### Assign roles in Course: LPN ?

Role to assign:

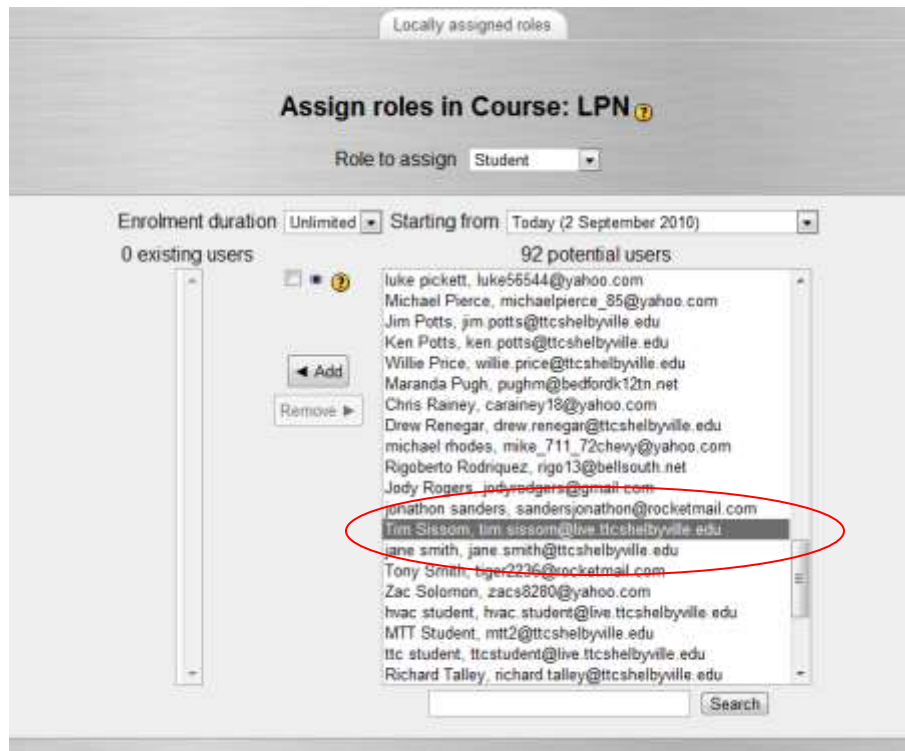
Enrolment duration:  Starting from:

0 existing users      92 potential users

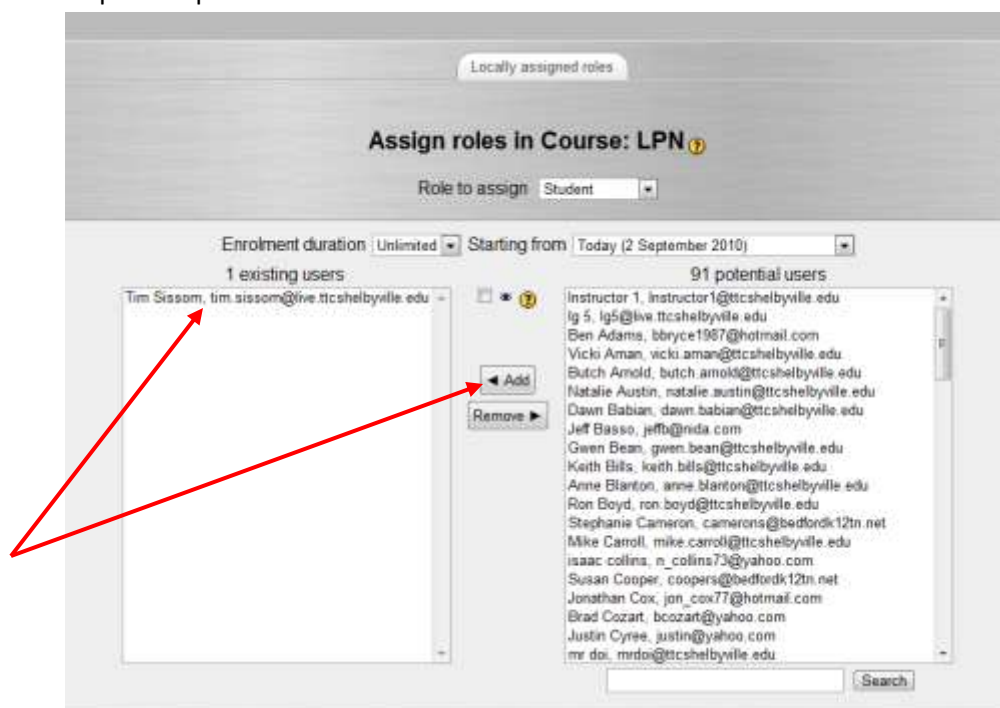
?

- Instructor 1, Instructor1@ttcshelbyville.edu
- Ig 5, lg5@live.ttcshelbyville.edu
- Ben Adams, bbryce1987@hotmail.com
- Vicki Aman, vicki.aman@ttcshelbyville.edu
- Butch Arnold, butch.arnold@ttcshelbyville.edu
- Natalie Austin, natalie.austin@ttcshelbyville.edu
- Dawn Babian, dawn.babian@ttcshelbyville.edu
- Jeff Basso, jeffb@nida.com
- Gwen Bean, gwen.bean@ttcshelbyville.edu
- Keith Bills, keith.bills@ttcshelbyville.edu
- Anne Blanton, anne.blanton@ttcshelbyville.edu
- Ron Boyd, ron.boyd@ttcshelbyville.edu
- Stephanie Cameron, camerons@bedfordk12tn.net
- Mike Carroll, mike.carroll@ttcshelbyville.edu
- isaac collins, n\_collins73@yahoo.com
- Susan Cooper, coopers@bedfordk12tn.net
- Jonathan Cox, jon\_cox77@hotmail.com
- Brad Cozart, bcozart@yahoo.com
- Justin Cyree, justin@yahoo.com
- mr doi, mrdoi@ttcshelbyville.edu

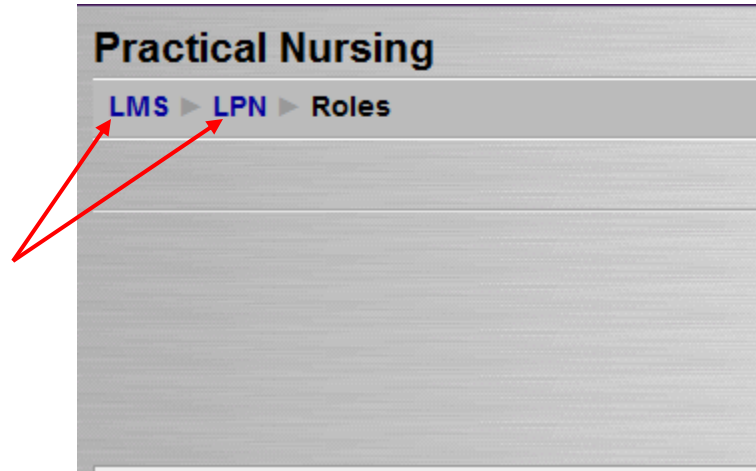
19. The available options to select a user are to scroll through the list of names and select the desired user or for quicker results, the user name can be entered in the search box (the search *does not* require the full user name). Once the user is located by scrolling, click the name to select it.



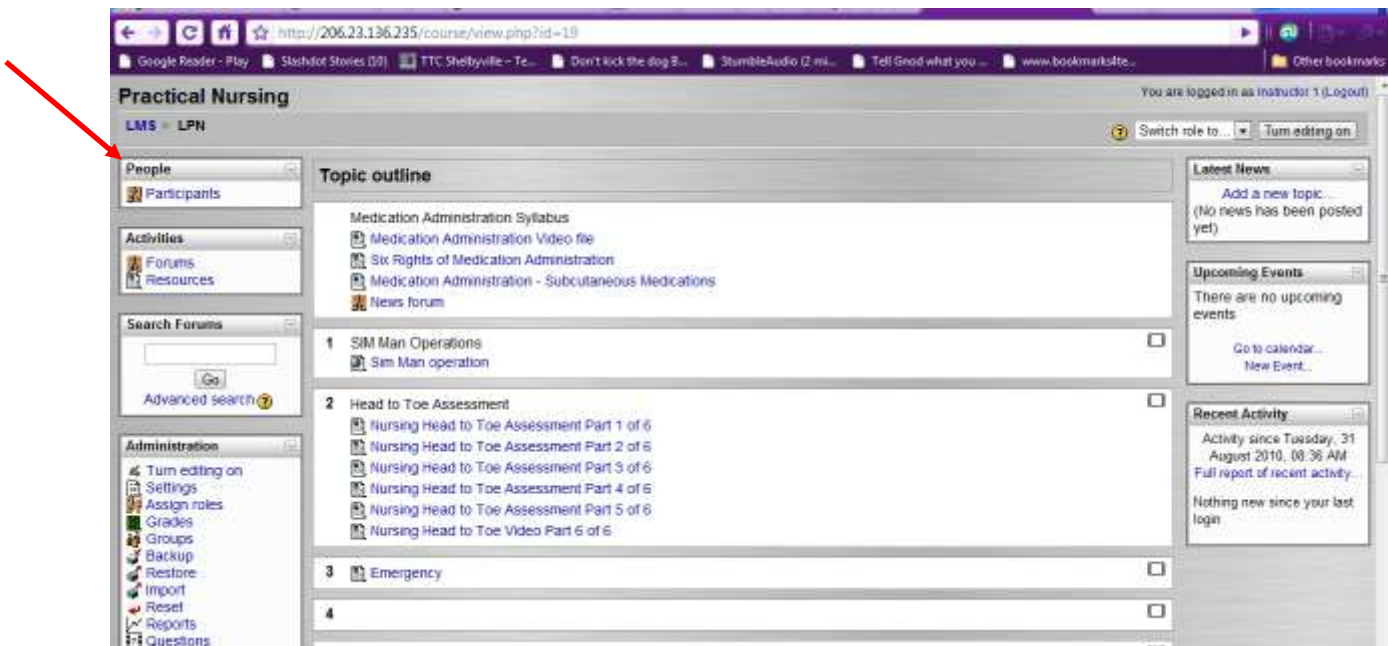
20. Once the desired user is selected (or found using the search option), click the “Add” button in the center of the screen. This will move the user into the “existing users” box effectively adding the user as a student to the current course. Repeat steps 18 – 20 until all students are added to the course.



21. To return to Learning Management System Home page or the Course Home page, click on the link in the upper left corner.



22. To view course members, on the Course home page, look for the "People" block on the left side.



23. Click on the "Participants" link.



24. The Participants page shows a listing of all course participants.

**Practical Nursing** Jump to...

LMS - LPN - Participants

**Practical Nursing**

[Participants](#) [Blog](#) [Notes](#)

My courses: LPN Inactive for more than:  Select period  User list:  Less detailed

Current role: All

**All participants: 5**

(Accounts unused for more than 365 days are automatically unenrolled)

First name: [All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Surname: [All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

User picture	First name / Surname	City/town	Country	Last access ↑	Select
	<a href="#">Instructor 1</a>	Shelbyville	United States	1 sec	<input type="checkbox"/>
	<a href="#">Trudy Kettenbach</a>	Shelbyville	United States	49 days 22 hours	<input type="checkbox"/>
	<a href="#">Vicki Aman</a>	Shelbyville	United States	293 days 18 hours	<input type="checkbox"/>
	<a href="#">Patricia Hamilton</a>	Shelbyville	United States	307 days 16 hours	<input type="checkbox"/>
	<a href="#">Tim Sissom</a>	Shelbyville	United States	Never	<input type="checkbox"/>