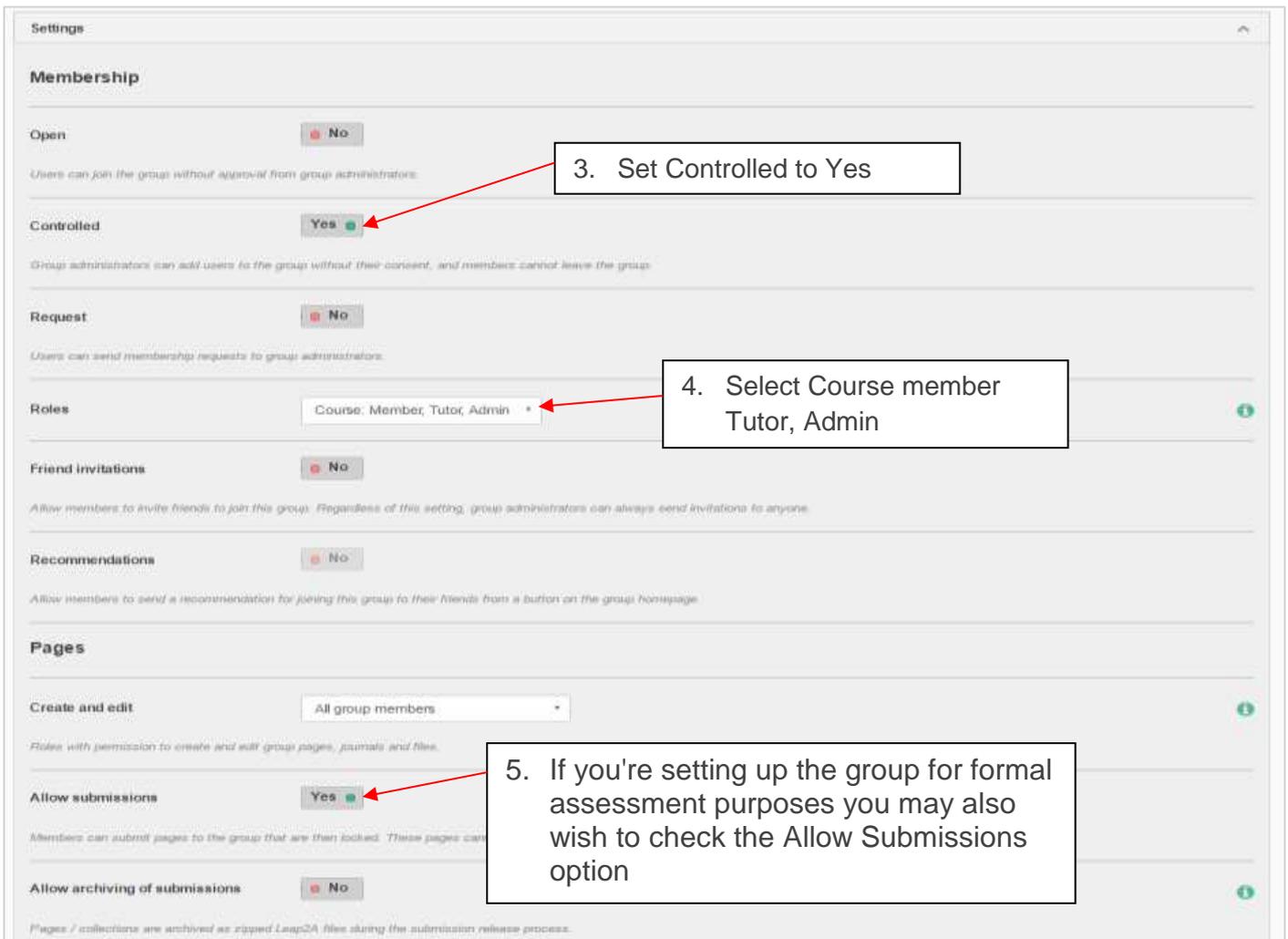
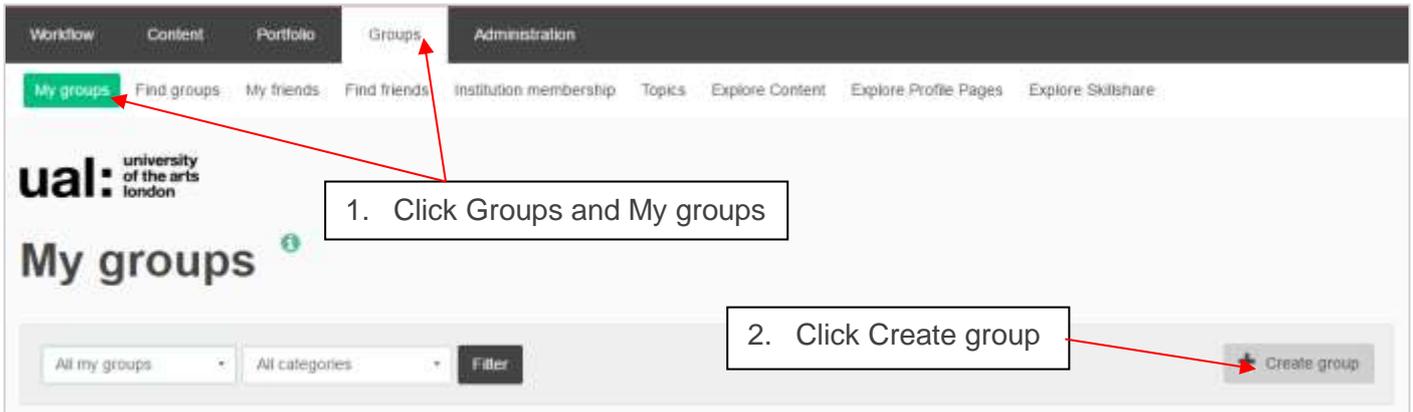


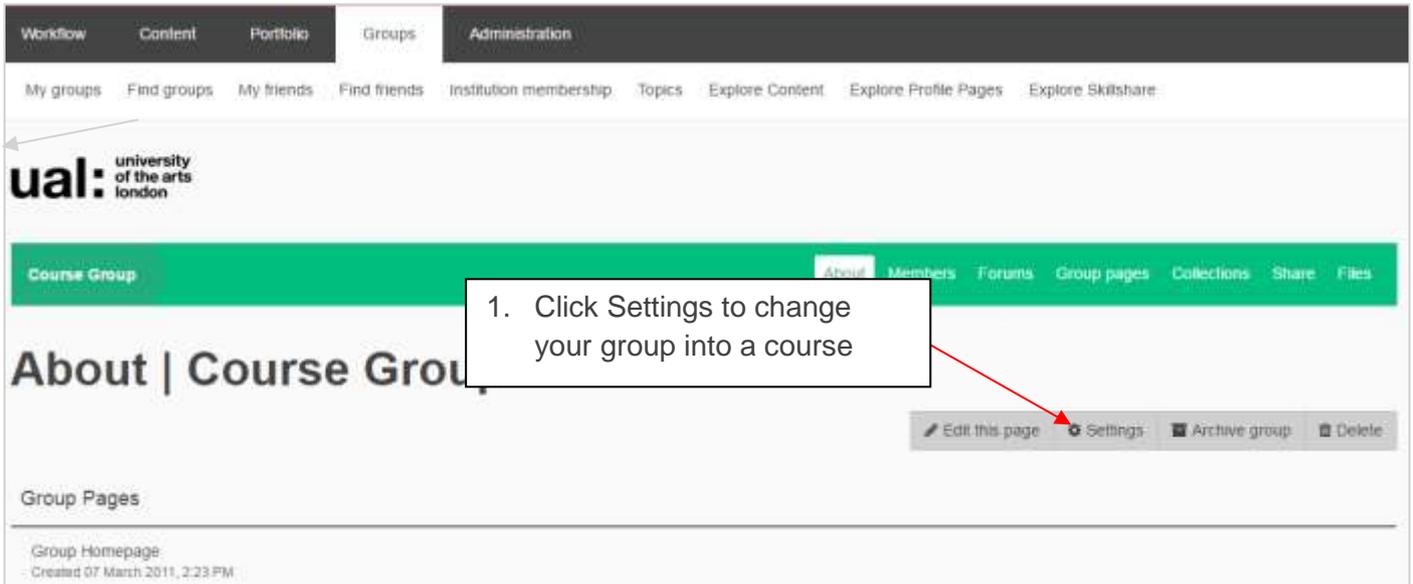
# How to Batch Add Users to a Course Group from a Moodle Course – Staff

## Create a Course Group



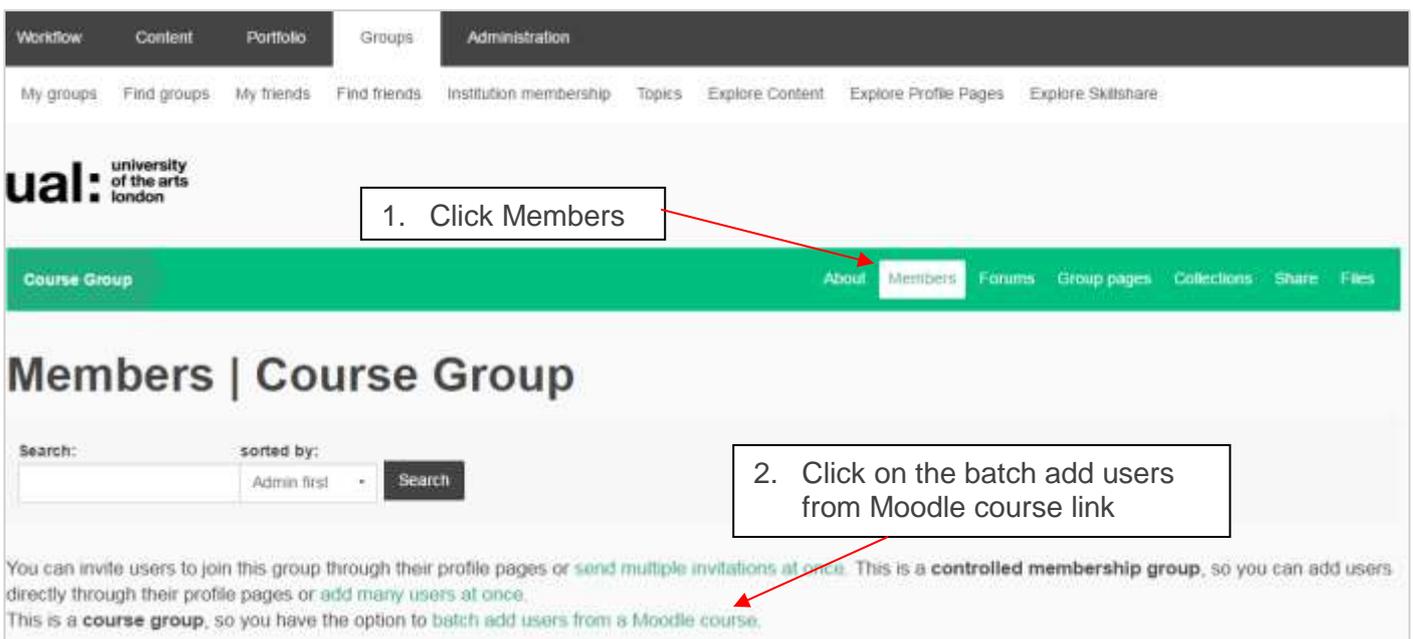
## Change your Group into a Course Group

If you've already got a group you want to use, check that it is set up to be a Course Group, as described above. You can edit the group settings by going to the group's About tab, then clicking on the Settings button on the top right.



## Batch Add your Users

If you have selected a course which has members, you should see a list of all the members in the left-hand column



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Course Group About **Members** Forums Group pages Collections Share Files

## Members

Add members from Moodle course

Course name or ID

16/17 BA (Hons) Painting

10125A211216/17 - 16/17 BA (Hons) Painting Camberwell Full-time Year 1

10125A212216/17 - 16/17 BA (Hons) Painting Camberwell Full-time Year 2

10125A213216/17 - 16/17 BA (Hons) Painting Camberwell Full-time Year 3

10125A216/17 - 16/17 BA (Hons) Painting

Potential members

Members to be added

Filter:   Invert filter

Submit

3. Type course name or course ID and select from the dropdown

**Note:** this process will not work unless you click on one of the suggested matches. If there is no appropriate match, try a different wording for your course name. Use a distinctive keyword in the course name if there is one.

If you have selected the wrong course, you can click on the X next to the course name to remove it and its members, before trying again.

4. If you have selected the wrong course, you can click on the X next to the course name to remove it and its members, before trying again.

5. Select names

6. Add names to the Users to be added

7. Filter staff

8. Click Invert filter to select students

9. Click Submit

**Note:** If any of the users doesn't have a workflow account, one will be created for them as part of this process.

A report at the top of the page will display the results of the process for each member added.

Staff members will have '(staff)' written after their names, so you can use the Filter function to find them by typing 'staff' into the Filter box. Tick the Invert box if you want to exclude staff from the list of potential members.

## Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at [dlsupport@arts.ac.uk](mailto:dlsupport@arts.ac.uk)