

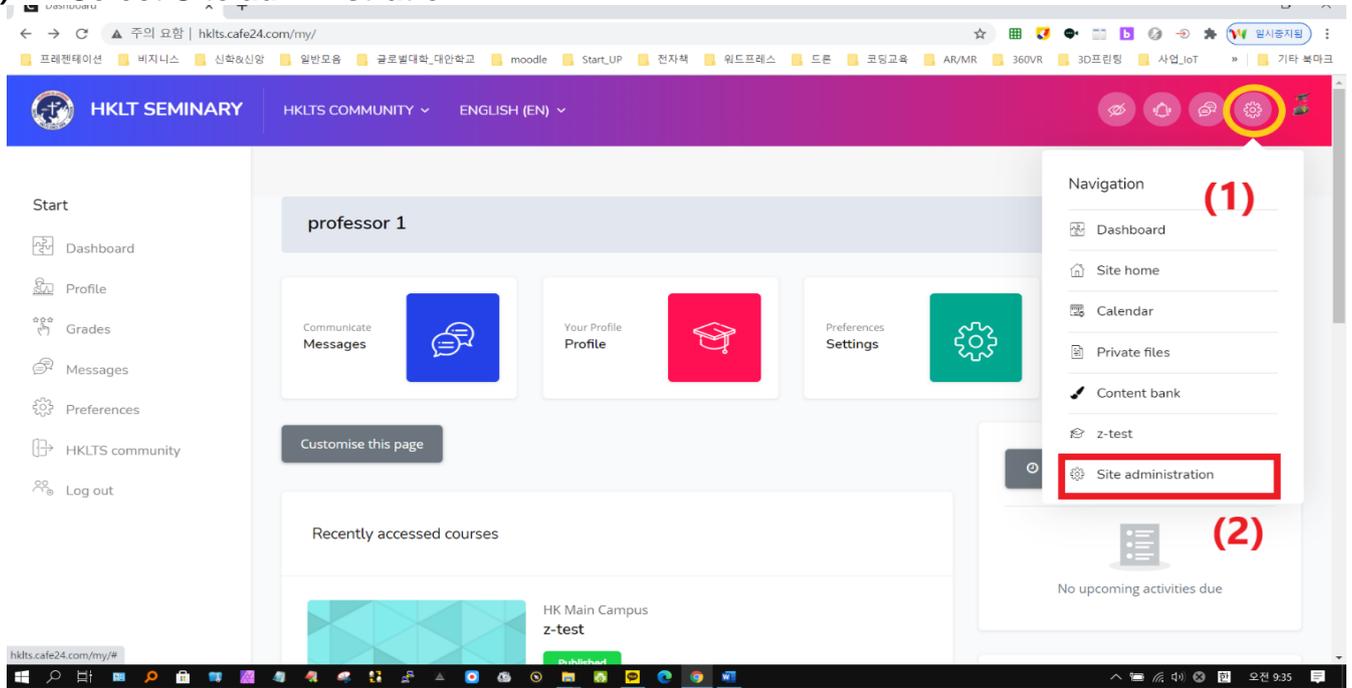


# MOODLE USER MANUAL

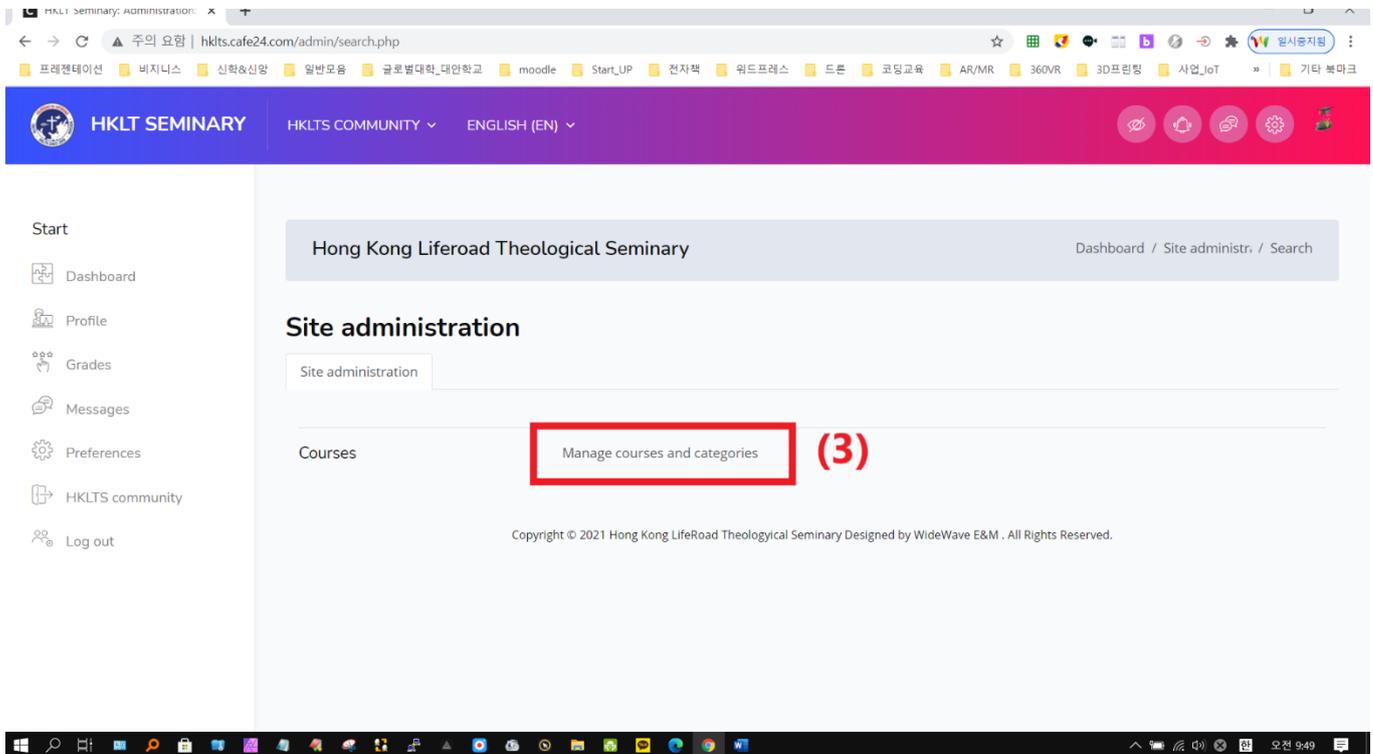
## 1. Registering a course and bringing professors and students to the course

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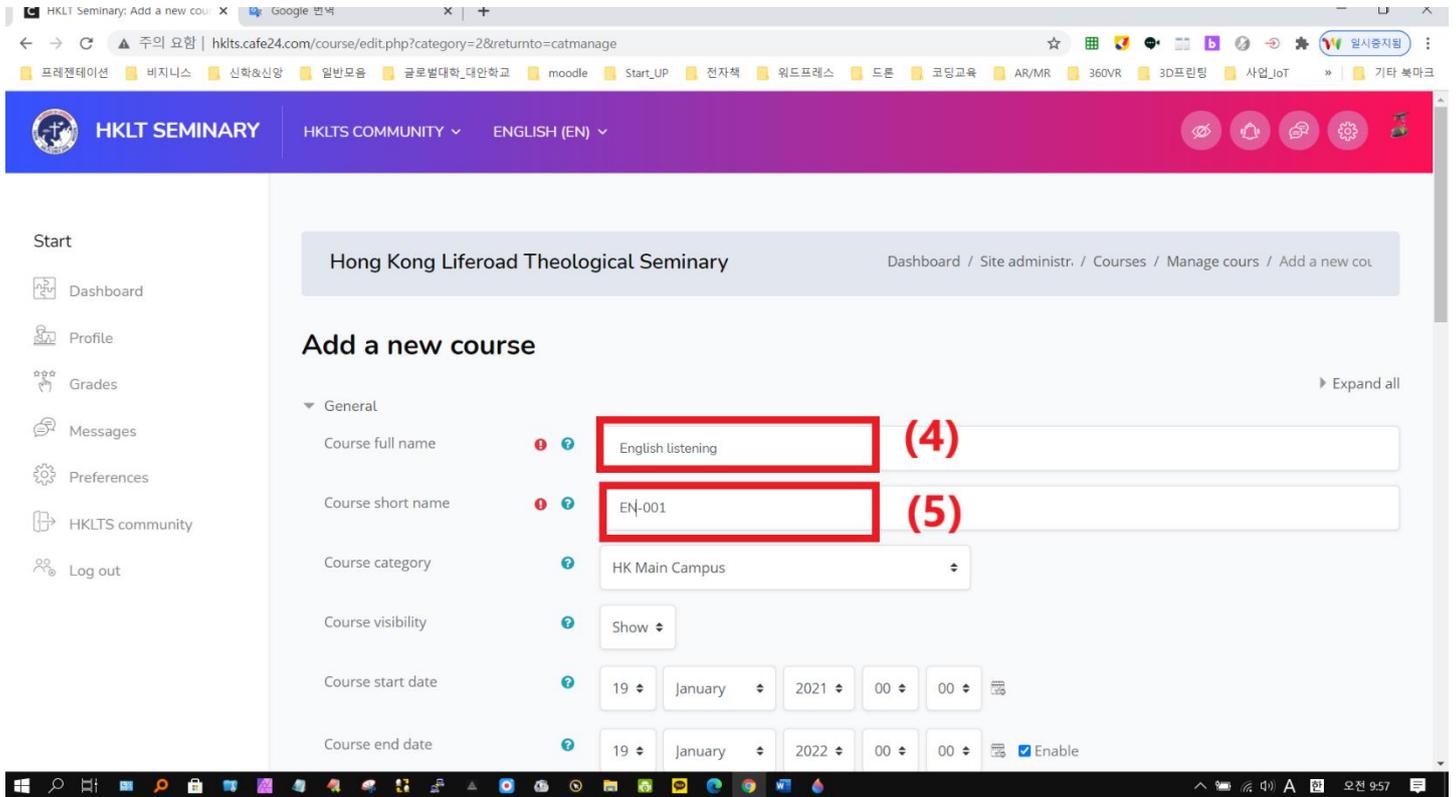
- (1) Press Settings
- (2) Select Site administration



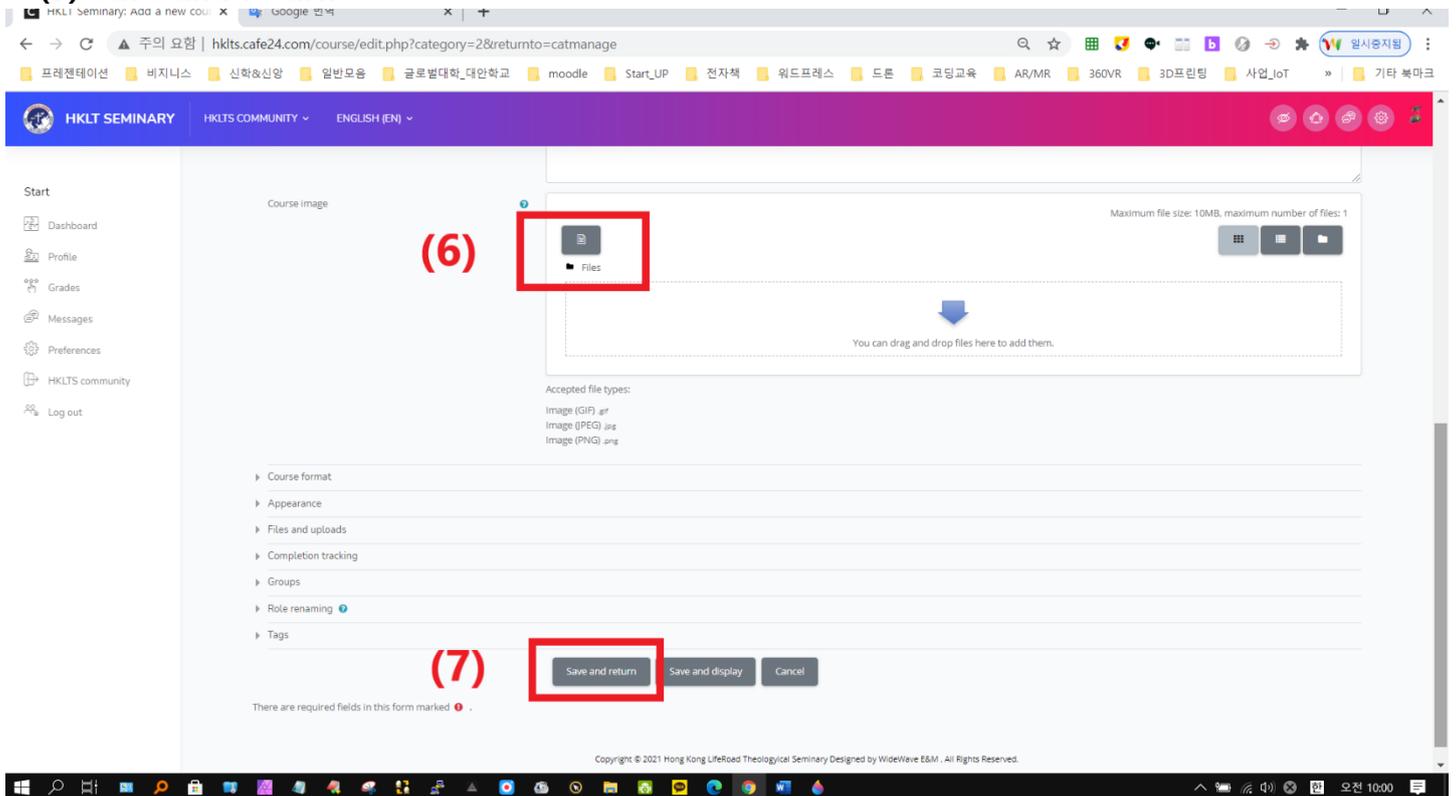
## (3) Click on Manage courses and categories



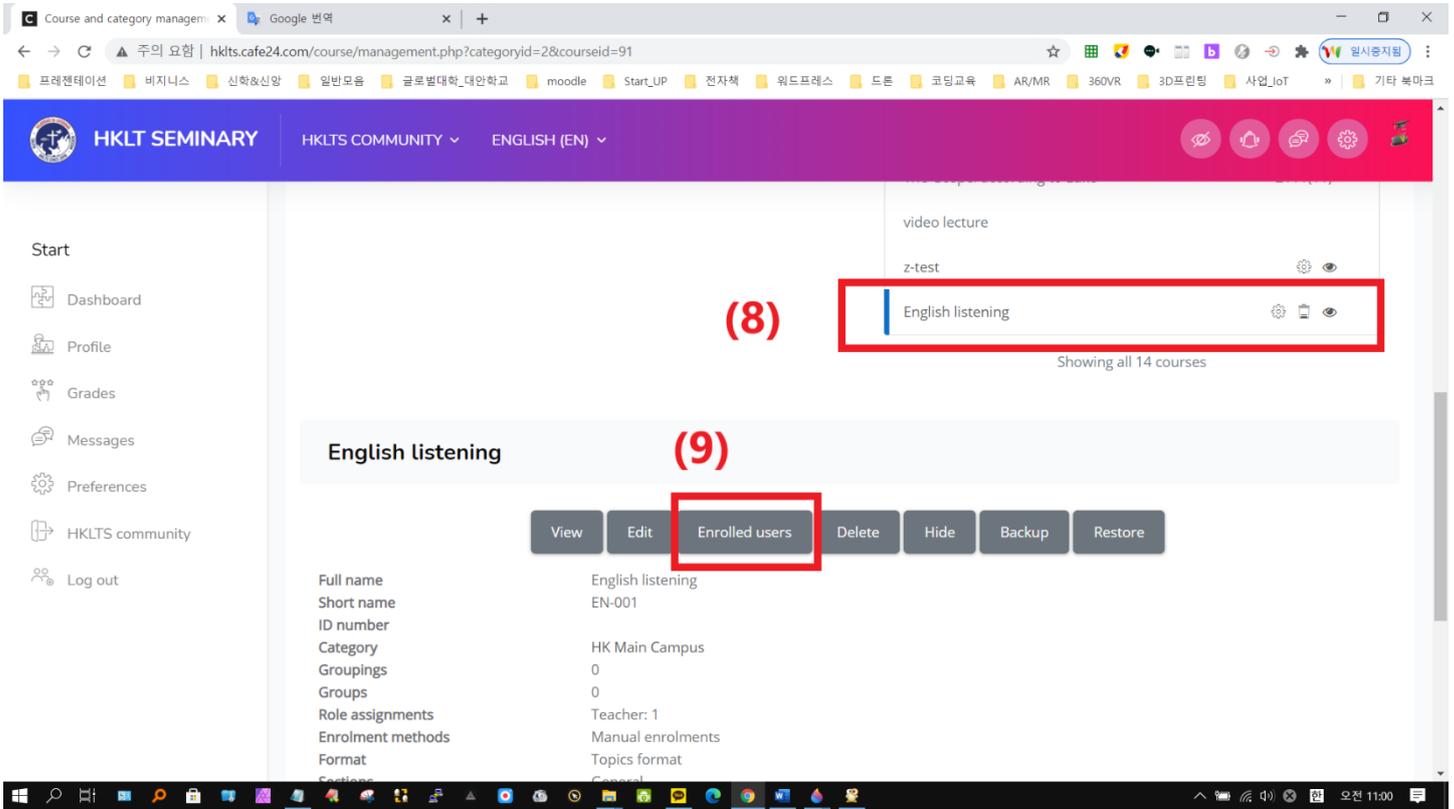
- (4) Enter the full name
- (5) Enter the short name



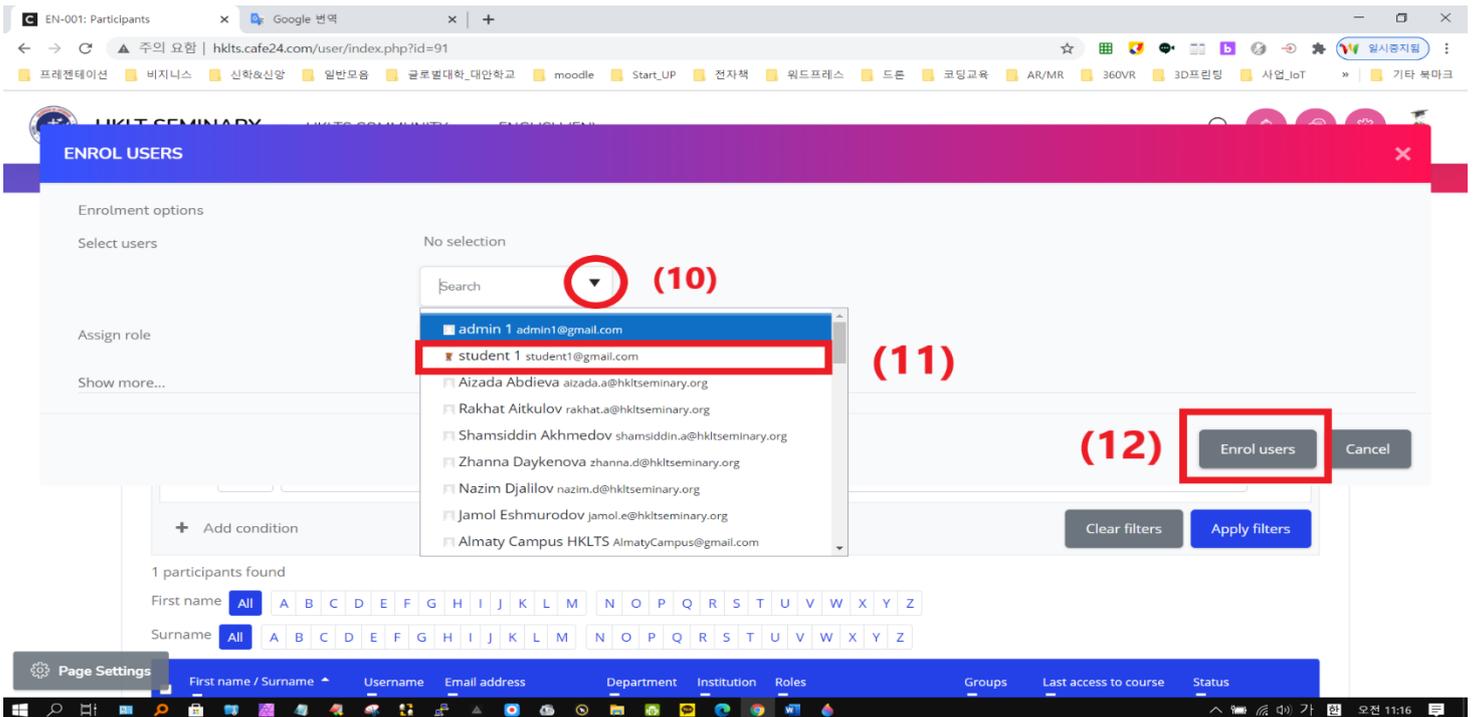
- (6) Enter course image
- (7) Save and return



- (8) After course selection
- (9) Select "Enrolled users"



- (10) Click the arrow to expand it
- (11) Select professors and students one by one
- (12) Click "Enroll users" to finish



# (13) One professor and student registration has been completed.

The screenshot shows the Moodle 'Participants' page for course EN-001. The page title is 'EN-001: Participants' and the URL is 'hklt.s.cafe24.com/user/index.php?id=91'. The page header includes 'HKLT SEMINARY', 'HKLTS COMMUNITY', and 'ENGLISH (EN)'. A search bar and 'Enrol users' button are at the top right. Below the search bar, there are filter options for 'Match', 'An', and 'Select'. A table lists 2 participants found:

	First name / Surname	Username	Email address	Department	Institution	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	admin 1	admin1	admin1@gmail.com			Student, Course creator	No groups	Never	Active
<input type="checkbox"/>	professor 1	professor1	professor1@gmail.com			Teacher, Course creator	No groups	11 mins 29 secs	Active

At the bottom of the table, there is a 'With selected users...' dropdown menu set to 'Choose...'. A red checkmark is visible on the right side of the table.