

Manual enrollment

Note: Please use a non-IE browser to use the SOUL 2.0 functions mentioned in all the sections

A) Enroll a user manually

- 1) Press  at top left corner of a course main page, then press [ **Participants**]
- 2) In Participants page, press [**Enrol users**] on the top or at the bottom
- 3) Select the appropriate user role from Assign roles pull-down menu
- 4) Search for a specific user by entering keywords (preferably a user's School-provided / personal email address) in Select Users field
- 5) Press the appropriate record under the Select Users field
- 6) Press [**Enrol users**]

B) Add a new role to a user

- 1) In Participants page, press  [**User's role assignments**] in Roles column of a user's row
- 2) In Role Assignment's field, press [**▼**], then press the appropriate role
- 3) Press  [**Save changes**]

C) Remove an existing role from a user

- 1) In Participants page, press  [**User's role assignments**] in Roles column of a user's row
- 2) Press [**X the existing role**]
- 3) Press  [**Save changes**]

D) Suspend a user manually

- 1) In Participants page, press  [**Edit enrollment**] in Status column of a user's row
- 2) Select "**Suspended**" from Status pull-down menu
- 3) Press [**Save changes**]

E) Unenroll a user manually

- 1) In Participants page, press  [**Unenroll**] in Status column of a user's row
- 2) In confirmation window, press [**Unenroll**]

Note:

- 1) We prefer you to enroll, suspend and unenroll a student to/from a course in SCORE. Updates of the student-course enrolment records will be synchronized to SOUL 2.0 on the next day.
- 2) You cannot unenroll a SCORE-sync user from a course.