

# LEARNING MANAGEMENT SYSTEM USER GUIDE: MANAGE USERS

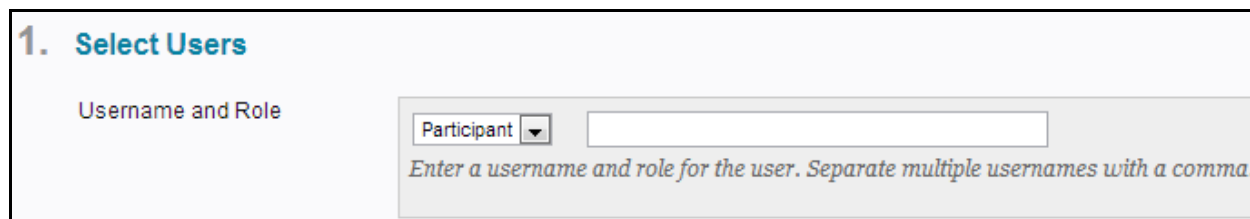
The Manage Users tool allows staff with a Leader and Enroller role in a community to manage participant enrolments.

Community Leaders may request Leader and Enroller access by submitting a helpdesk request. <http://www.lms.unimelb.edu.au/support/helpdesk/>

Notes: A limit of three people per community may have the Leader and Enroller role. Having Leader and Enrolled for one community does not automatically entitle you to the same level of access in all your communities. If you have already cohort linked subjects to your community you should not use this tool. This tool does not work with Internet Explorer 9.

## Enrol a participant

1. Open **Control Panel >> Community Tools >> Manage Users**.  
Note: If the tool is not appearing for you here, go to **Customisation >> Tool Availability >> Manage Users Application**. Click the check box and **Submit**.
2. Current participants will be listed.
3. Click **Enrol Users**.
4. From the *Username and Role* drop down menu select **Participant**.



**1. Select Users**

Username and Role

Participant

*Enter a username and role for the user. Separate multiple usernames with a comma.*

5. Type or paste in a username in the text area to the right of the drop down menu. Multiple usernames may be added, separated by commas.  
Notes: Surnames and first names may also be used to search. As you type, people who match the typed text will become available to select (click). This auto-display option works alphabetically only. You will need to enter the start of the name for it to find the person you are after. For example, the search below did not find the student view account for this person because the surname is then zz\_emerson, not emerson.

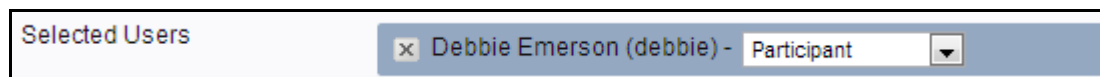


Participant

*Enter a username and role for the user. Separate multiple usernames with a comma.*

emer  
debbie  
Debbie Emerson  
a.debbie  
Debbie Emerson

6. Press **Enter** and the participants will be displayed. If one has been added by accident, click the cross to the left of their name to remove them.



Selected Users

Debbie Emerson (debbie) - Participant

7. When the list of *Selected Users* is correct, click **Enrol Users**.
8. The new participant(s) will now appear in the *Manage Users* list.

## Remove a participant

1. Open **Control Panel >> Community Tools >> Manage Users**.
2. Click the check box to the left of the name of the person to be removed.
3. Click **Remove Users from Community**.
4. The person is removed from the community.

Note: Participants enrolled via *Manage Users* will appear in the **Users and Groups >> Enrolment List**. However, details of their enrolment will not appear in the **Enrolment Changes** tool. Only enrolments controlled via Student One will appear in Enrolment Changes.

Please report any errors or omissions in this guide to  
[lms-guides@lists.unimelb.edu.au](mailto:lms-guides@lists.unimelb.edu.au)

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