

Instructions for the mass enrollment of participants

Moodle offers you the opportunity to enroll a large number of students in your Moodle course at the same time. This can be done via the matriculation numbers.

1. Preparation of the CSV file

The mass enrollment is done by means of a CSV file in which you enter the matriculation numbers of the students. It is important that you write "Matrikelnr." in cell A1 of the CSV document.

1	Matrikelnr.
2	1234567
3	7654321
4	4213370
5	...
6	
7	
8	

If nothing is entered in cell A1, the first matriculation number will be skipped and not entered into your course. If this should happen to you, you can adjust the document and run the mass enrollment again.

Then, under cell A1 in column A, enter all the matriculation numbers of the students you want to enroll in your course.

Enroll students directly into groups

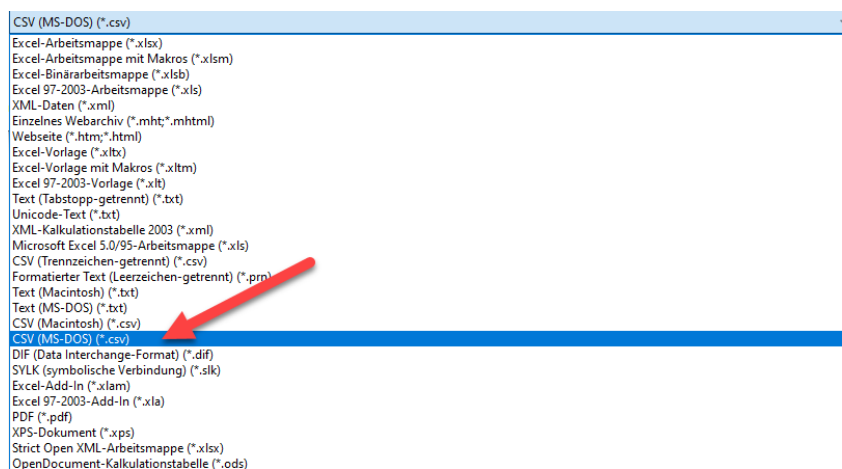
If you want to enroll students not only in your course room, but also directly in groups, enter the names of the groups in the CSV document in column B, next to the respective matriculation numbers.

1	Matrikelnr.	
2	1234567	Montagsgruppe
3	7654321	Montagsgruppe
4	4213370	Dienstagsgruppe
5	...	
6		
7		
8		

The groups are created automatically in Moodle, you **don't** need to create them manually in your course room beforehand.

Saving the CSV file

Save the CSV document in MS-DOS CSV format afterwards! This is the only way to ensure that Moodle can read the file correctly!



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2. Import into the Moodle course room

After the CSV document is prepared, students can be enrolled in your Moodle course. In order to do this, click on "Participants" in the upper left corner of the Moodle course in which you want to add the students. In the following menu, select "mass enrollment" in the gear icon on the right.

Drag the CSV document to the drag-and-drop field or select it via the file browser.

Then select „Enroll in my course“. The students will now be enrolled in your course. You will see in the report whether this has worked or not. People who are already enrolled in the course will be ignored.

If you have not set the „Send mail report“ field to „No“, you will also receive a report on the mass enrollment via mail.

