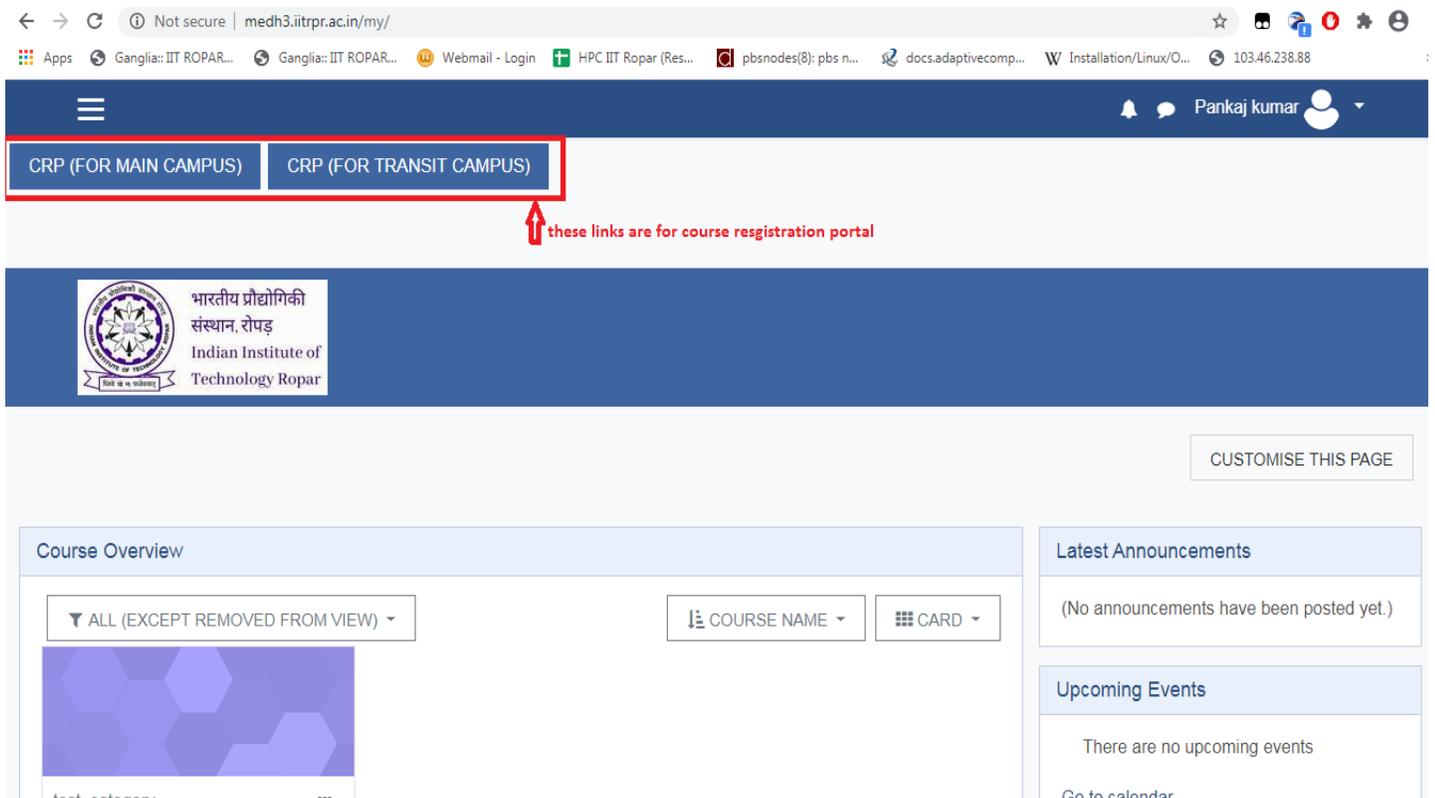


[Hands on Moodle Server \(A Quick Tutorial\) :](#)

Difference Between moodle and CRP (course registration portal)

- The **moodle is a LMS (Learning management system)** used for e-learning purposes and activities (ex-medh server2,medh server3, medh server4) .
- On other hand **CRP (Course Registration Portal)** is a course registration portal where students can register for courses, add/drop courses and audit/withdrawal courses. Faculty members can accept the add/drop and audit/withdrawal requests, can see their course roll list and submit the online grades .
- The current servers (medh2,medh3,medh4) are moodle servers and used for e-learning purposes such as uploading lectures, videos and other learning materials .
- Although there is a link given in the moodle dashboard page which will redirect you to the CRP portal. (In which you can do the activities of the crp) as shown below, but both are different .



The screenshot shows a web browser window with the URL <http://medh3.iitrpr.ac.in/my/>. The browser's address bar and tabs are visible at the top. Below the browser window, the Moodle dashboard interface is shown. At the top of the dashboard, there is a navigation bar with a hamburger menu icon on the left and a user profile icon labeled 'Pankaj kumar' on the right. Below the navigation bar, there are two buttons: 'CRP (FOR MAIN CAMPUS)' and 'CRP (FOR TRANSIT CAMPUS)'. These buttons are highlighted with a red border. A red arrow points to these buttons with the text 'these links are for course registration portal'. Below the navigation bar, there is a blue banner with the logo of the Indian Institute of Technology Ropar and the text 'भारतीय प्रौद्योगिकी संस्थान, रोपड़ Indian Institute of Technology Ropar'. To the right of the banner, there is a button labeled 'CUSTOMISE THIS PAGE'. Below the banner, there is a 'Course Overview' section with a dropdown menu set to 'ALL (EXCEPT REMOVED FROM VIEW)', a 'COURSE NAME' dropdown, and a 'CARD' dropdown. Below the 'Course Overview' section, there is a 'Latest Announcements' section with the text '(No announcements have been posted yet.)' and an 'Upcoming Events' section with the text 'There are no upcoming events' and a 'Go to calendar' link.

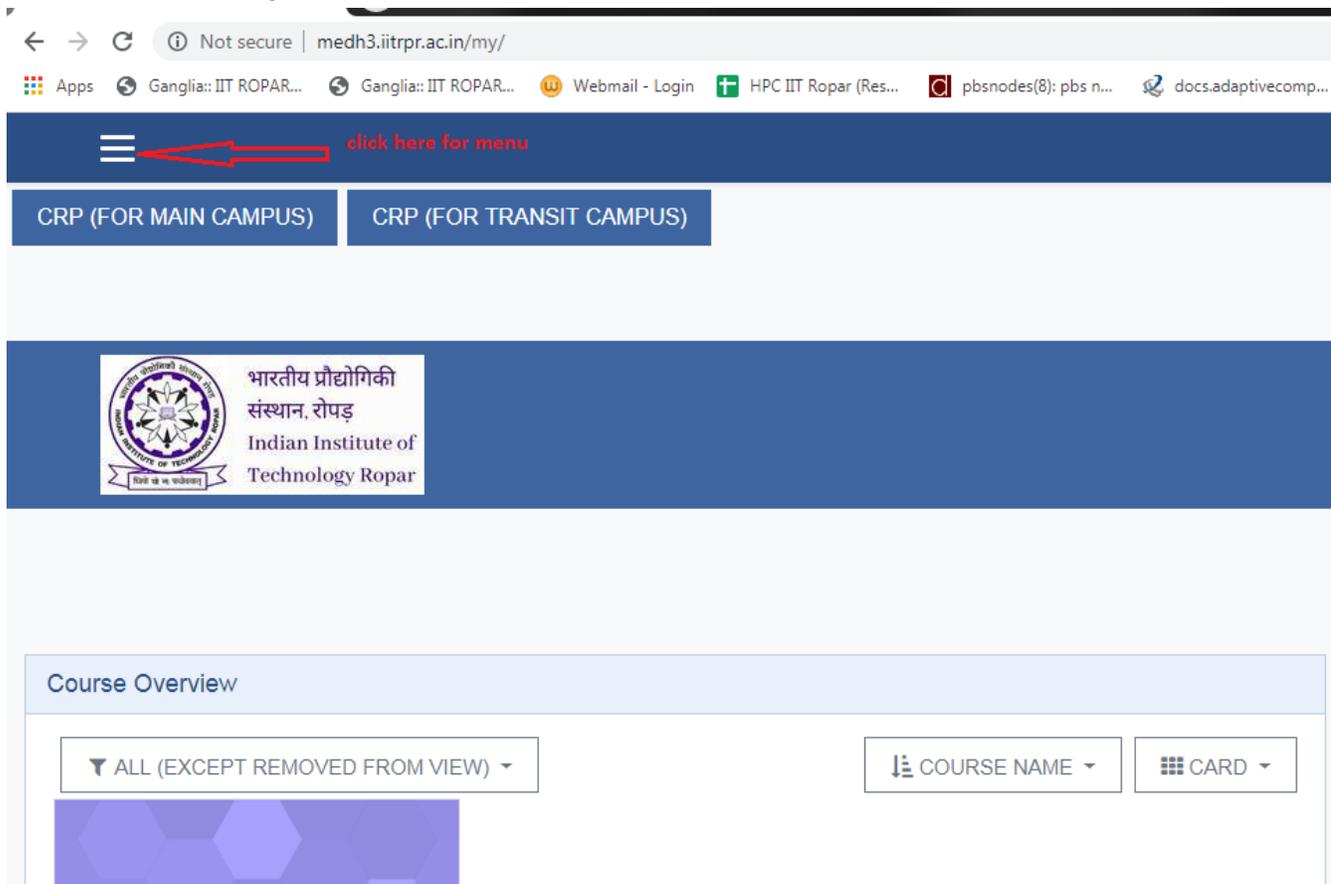
How to enroll users as a student/teaching assistant in the course :

Although users can enroll in a particular course by using the enrollment key, a teacher can also enroll students to their own course .

A teacher can also enroll students as **teaching assistants (editing teacher)** in their course .

The steps for adding students/TA in a course is as follows :

1. First enter the course in which you are assigned as a teacher .
2. Click on the three lines present in the top right corner of the page to open the sub-menu as shown in the image below :



3. After the menu is opened click on the **participants** option .

tc1

Participants

Badges

Competencies

Grades

General

19 August - 25 August

26 August - 1 September

2 September - 8 September

9 September - 15 September

test_course_1

Dashboard / My courses / tc1

Announcements

19 August - 25 August

26 August - 1 September

edh3.iitrpr.ac.in/admin/tool/lp/coursecompetencies.php?courseid=272

click here to view/enroll participants

- On clicking on participants option, a new page will open which shows the list of currently enrolled users .

Dashboard / My courses / tc1 / Participants

Participants

No filters applied

Search keyword or select filter

Number of participants: 1

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

list of currently enrolled users is shown here

click here to enroll new users

ENROL USERS

First name / Surname	Email address	Roles	Groups	Last access to course	Status
Pankaj kumar	pankaj@iitrpr.ac.in	Teacher	No groups	now	Active

- In this page you can click on the option **ENROLL USERS** to enroll new users in your course .
- After you click on the Enroll users option a new dialog box will appear . In that you can select the users and their role .

Enrol users [X]

Enrolment options

Select users: No selection

ashis [▼] *enter/ search for user here*

Assign role: Student [▲] *assign role to the selected user*

[Show more...](#)

ENROL USERS **CANCEL**

- After selecting the required user and their role click on the **ENROLL USERS** button .
- The new user will be now shown in the list .

In case if user is already enrolled in the course and you want to only change its role, you can change it from the list also

- For that first go to the list of participants .
- Find the particular user for which you want to change the role .
- Click on the pencil icon shown after the role field of the user .

First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/> Pankaj kumar	pankaj@iitrpr.ac.in	Teacher	No groups	now	Active
<input type="checkbox"/> Ashish Unh	ashish.uniyal@iitrpr.ac.in	Non-editing teacher	No groups	Never	Active

With selected users... Choose... [▼] *click on pencil icon to change role*

ENROL USERS

- Now delete the previously assigned role (by clicking on the "X" icon shown before the role) , and select the new role from the list (by clicking on the drop down box) .

5. After you select the required role, click on the save icon to save the role as shown in the below image .

The screenshot shows a Moodle course user management interface. On the left, there is a sidebar with navigation options: tc1, Participants (selected), Badges, Competencies, Grades, General, 19 August - 25 August, 26 August - 1 September, and 2 September - 8 September. The main content area displays a table of users with the following columns: First name / Surname, Email address, Roles, Groups, Last access to course, and Status.

First name / Surname	Email address	Roles	Groups	Last access to course	Status
Pankaj kumar	pankaj@iitrpr.ac.in	Teacher	No groups	now	Active
Ashish Unh	ashish.uniyal@iitrpr.ac.in	Non-editing teacher	No groups	Never	Active

Below the table, there is a section for "With selected users..." with a "Choose..." dropdown. A red arrow points to a save icon with the text "click here to save the new role". A blue button labeled "ENROL USERS" is located at the bottom right of the interface.

6. After that the role column will show the newly assigned role of the user .