Adding staff to your Moodle course

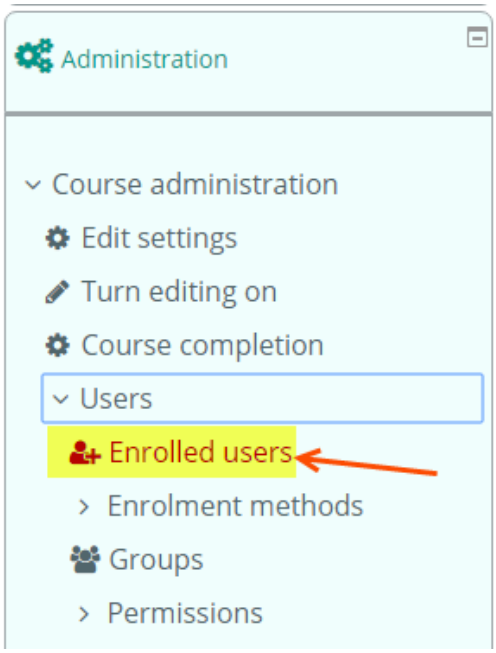
Course Contacts and Lecturers can add **Staff** to their Moodle courses and units – please contact learningtech@wcs.ac.uk or webmaster@wcs.ac.uk for student access.

To add a staff member on with the role of **Course Contact**, **Lecturer**, **Non-Editing Lecturer** or **Group Lecturer**:

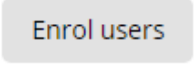
1. Log on to Moodle and navigate to your course

2. In the **Administration** block select **Users**

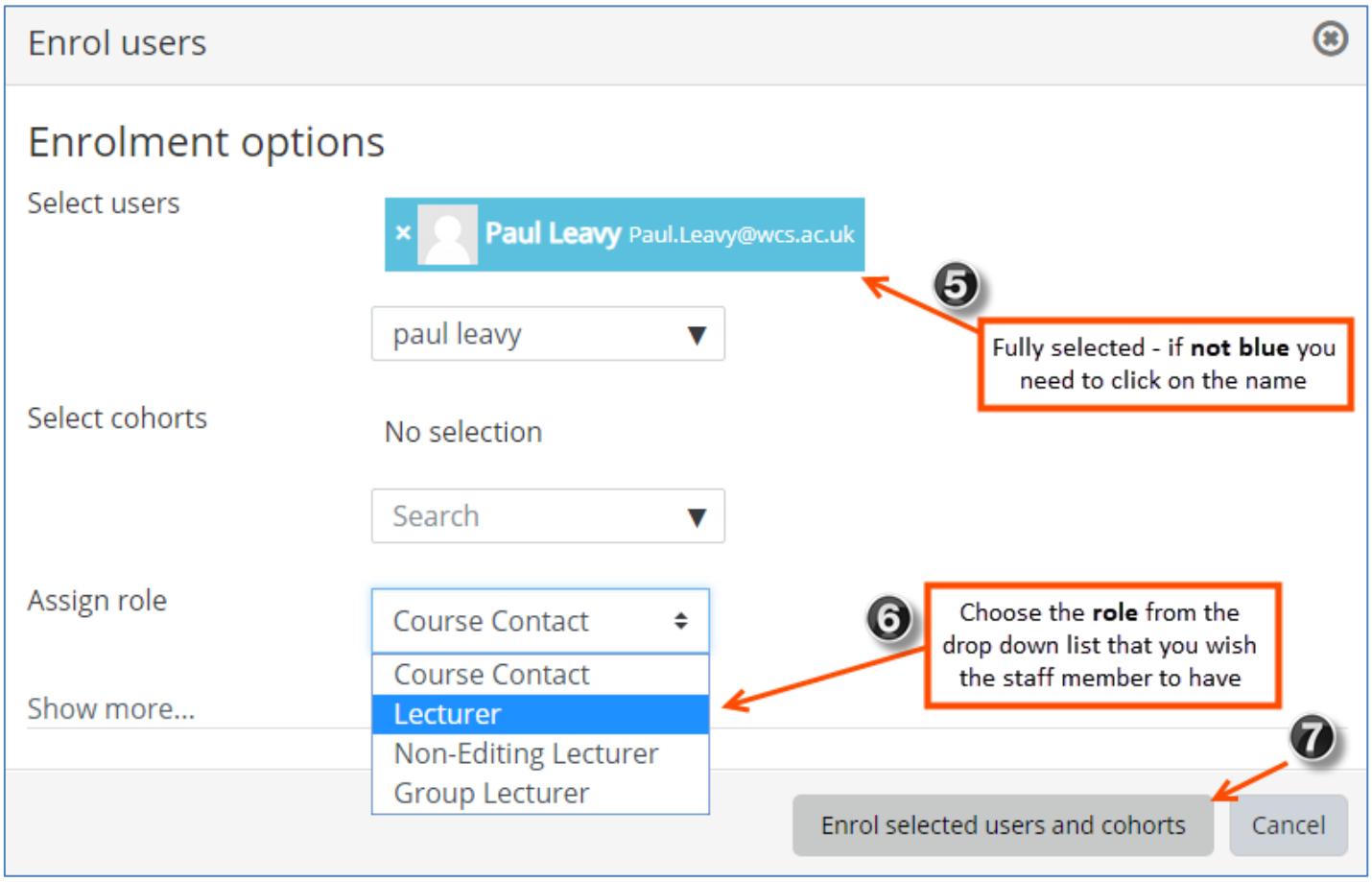
3. Then select **Enrolled users**



This will show you the participants list where you can check if the staff member is already attached to the course.

4. Click on the **Enrol Users**  button

5. Type the name of the **staff member** you wish to add in the **Search** box drop down box under select users – then click on the name of the user (it will turn blue when fully selected)

6. Then choose the **role** that you wish the staff member to have from the drop-down list under Assign role.

7. Click **Enrol selected users and cohorts**.