

Changing the Course Enrollment Date

Each course template is set-up with the “Enrollment” date and time set for the start date of the new term by the Registrar. Facilitators and co-facilitators are able to access the class as soon as it appears in your Dashboard when logged into iTEE University. This will typically be at least 7 days before the official start date of the term.

Facilitators have the option to allow students to login earlier than the set enrollment date in order to read through the “General” section of the course, read the “Announcements”, post their “My Personal Story” (bio) or read the “Introduction” section. Typically Module 1 and following would be “Hidden” from students until the day before the official start of the term. One day prior to the official start date Module can be opened so student can begin their study. This compensates for those students in an earlier time zone.

Here is how you change the enrollment date to allow earlier access to the course. **NOTE:** Make sure you have completed adding the “customizing” aspects for your course before changing the enrollment date.

- 1) Log in to iTEE University.
- 2) On your Dashboard “Launch” your course.
- 3) On your “Home Page” for the course click on the “Course” icon in the upper right.
- 4) In the drop down menu that appears select “People”

The screenshot shows a web browser window displaying the Moodle course page for '0441 Transformational Teaching English'. The browser's address bar shows the URL 'iteechu.org/moodle/course/view.php?id=441'. The page header includes the course title and navigation links like 'Dashboard / My courses / TT03DENG-WWW210913'. A red arrow points to the 'Course' button in the top right corner. Another red arrow points to the 'People' option in the course drop-down menu. The main content area shows a 'Campus Commons' section with various links and announcements. The browser's taskbar at the bottom shows various application icons.

- 5) On the “Participants” page that appears locate the “Gear” icon on the right side adjacent to the student’s name. You will need to follow this process for each student individually if you are not changing the date for the entire class.

The screenshot shows the Moodle 'Participants' page. At the top, there is a search bar with 'Match Any' and 'Select' dropdowns. Below this is a table of participants. A red text box with arrows pointing to gear icons in the 'Status' column contains the following text: 'Click on the “Gear” icon adjacent to the student’s name to change the enrollment date. A “Pop-up” box will appear. This needs to be done individually for each “Learner” listed.'

First name / Surname	Email address	Phone	Roles	Groups	Last access to course	Status
Martha Apio	marthaapio555@gmail.com	(+256)706552947	Learner	No groups	Never	Not current
Scott Blunier	scottaldine@gmail.com	(+1)3094103277	Learner	No groups	Never	Not current
Manoj Gopinath	gopinathmanoj72@gmail.com	(+91)9579547436	Learner	No groups	Never	Not current
Glenn Hoerr	glennh@iteeg.org		Class Facilitator	No groups	1 sec	Active
George Law	georgel@iteeg.org	(+1)7194390360	Co-facilitator	No groups	Never	Active
Kelsey Linduff	kelseyinduff@gmail.com	(+256)775780821	Learner	No groups	Never	Not current
Harrison Lwambula	pastorlwambula@yahoo.com		Learner	No groups	Never	Not current

- 6) When you click on the “Gear” icon a pop-up box will appear. All you need to do is change the date from the pre-set enrollment date, to the date you want that student to be able to login to the class.

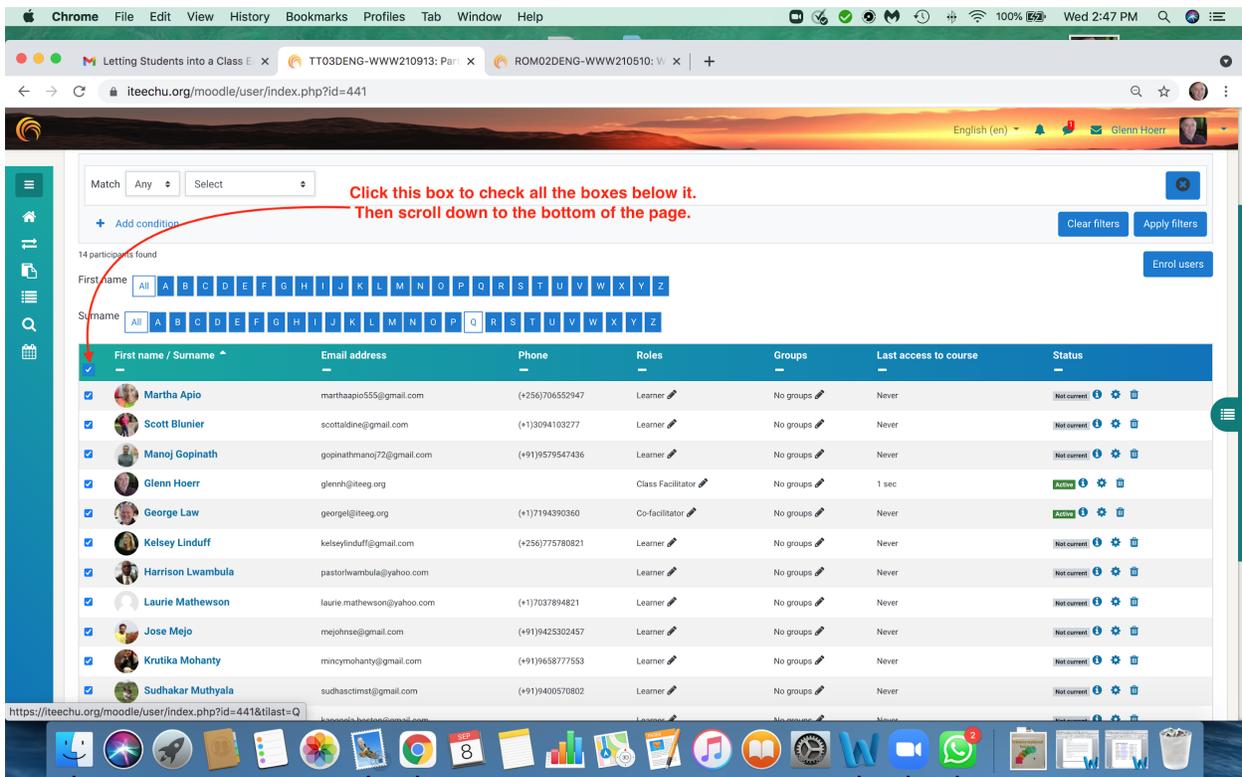
Change the date to the day you want the student to be able to login into the class and click "Save changes". If the date is the day you are making the change, or earlier, The student's status will change from "Not current" to "Active".

After you have entered the new date click "Save changes".

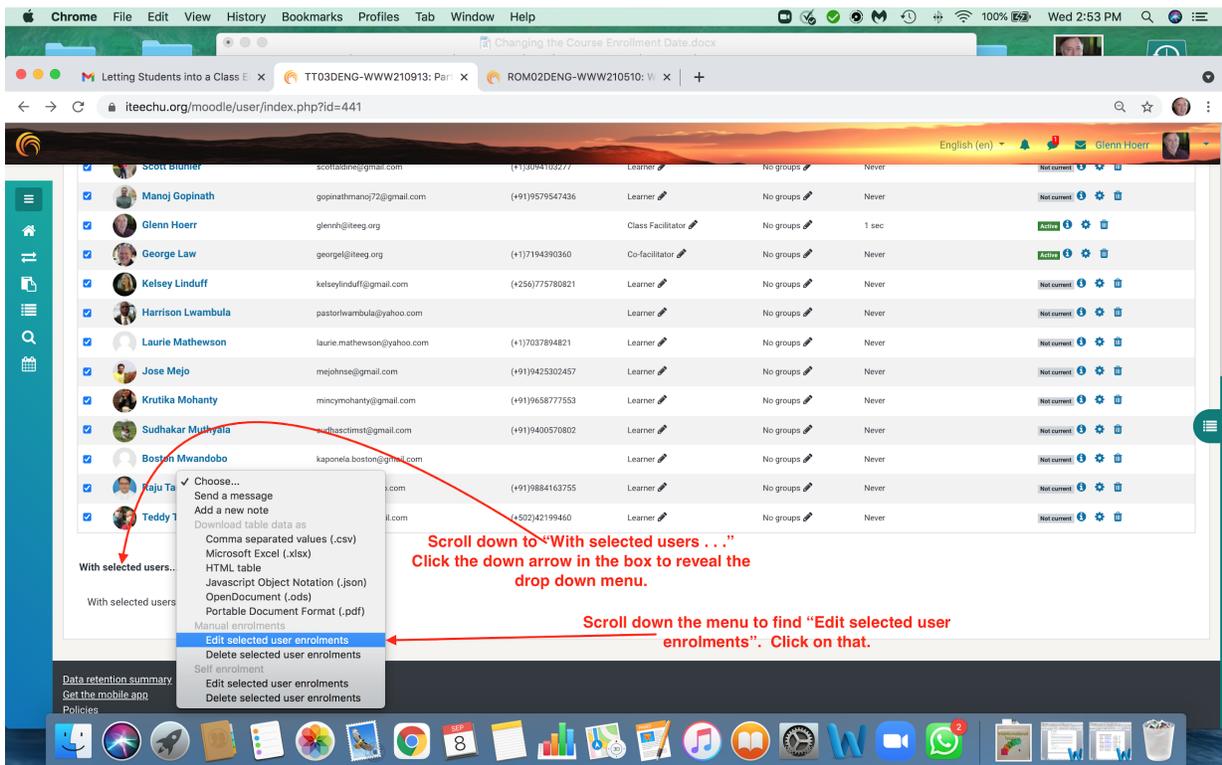
After the date is saved the "Not current" will change to "Active" on that new date.

First name / Surname	Status
Martha Apio	Not current
Scott Blunier	Not current
Manoj Gopinath	Not current
Glenn Hoerr	Active
George Law	Active
Kelsey Linduff	Not current
Harrison Lwambula	Not current

- 7) Click the "Save changes" button. If the new date is the current date or earlier the "Status" for the student will automatically change from "Not current" to "Active".
- 8) Repeat this process for each student you want to allow early access.
- 9) If you are changing the date for **every student** in the class this can be done for all at the same time.
On the "Participants" page there is a blue "title bar" above the students' names. On the left hand side is a small white box. Click in that box and it should check all the boxes to the left of each student's name.



- 10) After checking the box scroll to the bottom of the page. You will see a box with the words “With selected users . . .” and a box to the right with the word “choose . . .”. Click the down arrow and find the line that says, “Edit selected user enrolments”. Click on that.



- 11) This will open a page listing the students whose box is checked. At the bottom of the list is where you change the date. Go to the “Alter start time” line. On the far right end of that line click on the box next to “Enable”. This will highlight the date and time boxes. Change the date box on the left to what you want the new enrollment date to be. Then change the time of day boxes on the right as needed. Keep in mind this time is PST. Reset it as needed to allow for students in other countries who may be 12 hours ahead of this time. Click the “Save changes” button. The status for all students should now read “Active” in a green box. Do NOT change, or alter the class end date. Only the Registrar should do this.

The screenshot shows a Moodle course page with a list of students and their enrollment dates. The page is titled "Changing the Course Enrollment Date.docx" and is accessed via "iteechu.org/moodle/user/action_redir.php". The list of students includes names like Manoj Gopinath, Glenn Hoer, George Law, Kelsey Linduff, Harrison Lwambala, Laurie Mathewson, Jose Mejo, Krutika Mohanty, Sudhakar Muthyala, Boston Mwandobo, Raju Tamang, and Teddy Torres. Below the list, there are fields for "Alter status", "Alter start time", and "Alter end time". Red arrows and text annotations provide instructions on how to change the enrollment date and start time for a student.

2. Change the date to the new enrollment date.

1. Click the "Enable" box adjacent to the "Alter start time"

3. Change the time - hour and minutes - if necessary - this is PST

4. Click "Save changes"

If you have any questions, or cannot figure it out, please contact the Dean of Faculty.