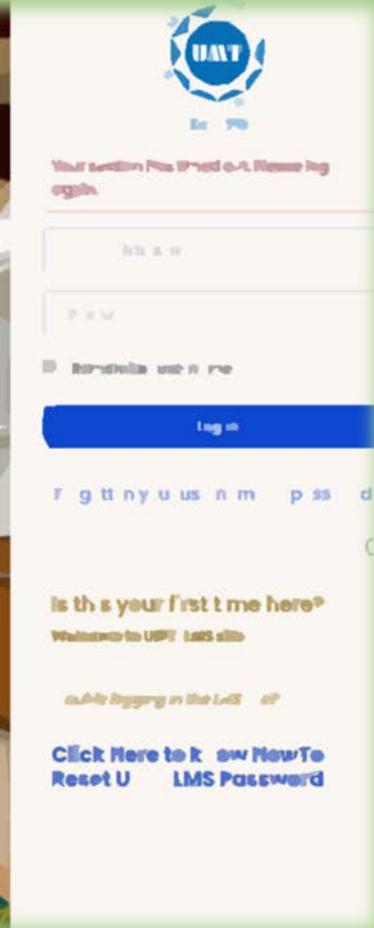


A HowTo UMT-LMS

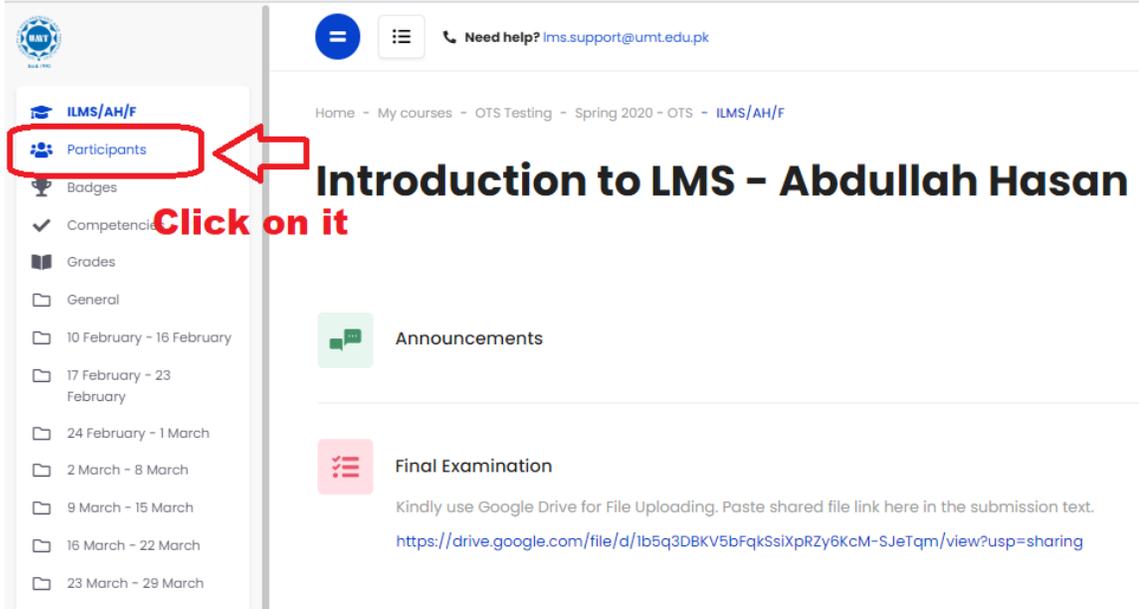
Step by Step Guide for Manual Enrollment of Students in UMT-LMS course



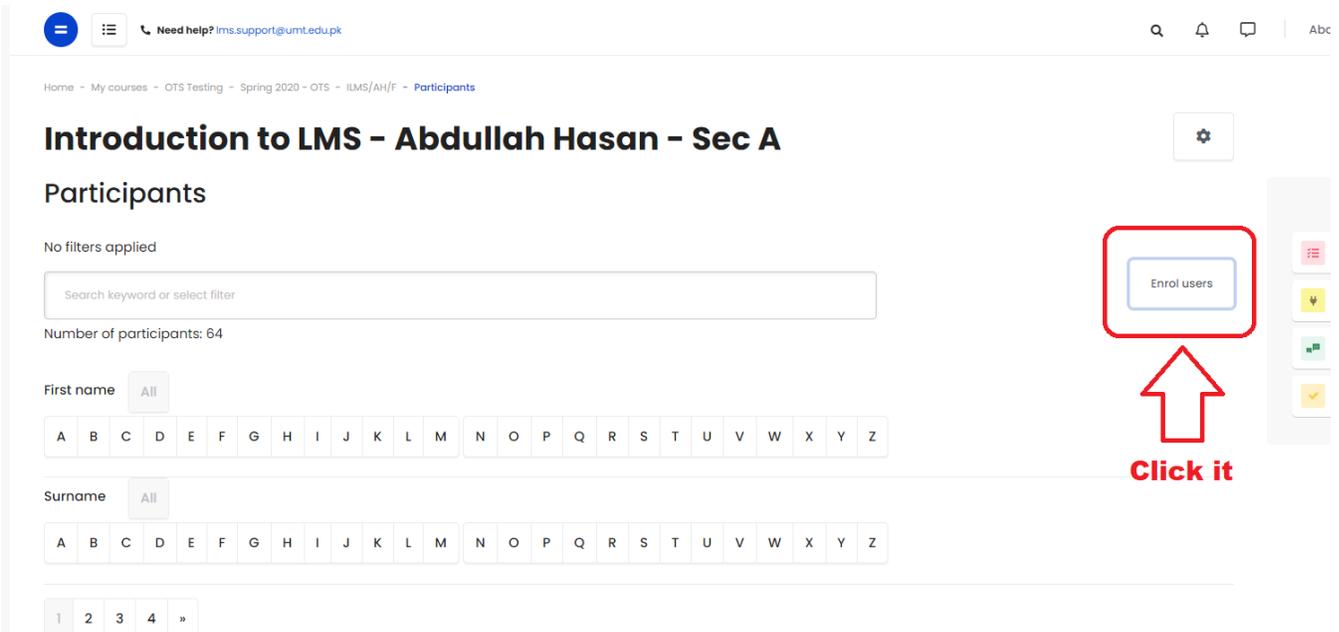
Learning Management System
Office of Technology Support

Step by Step Guide for Manual Enrollment of Students in UMT-LMS course

- 1- Click on **“Participants”** tab (Left Column) on your LMS course.

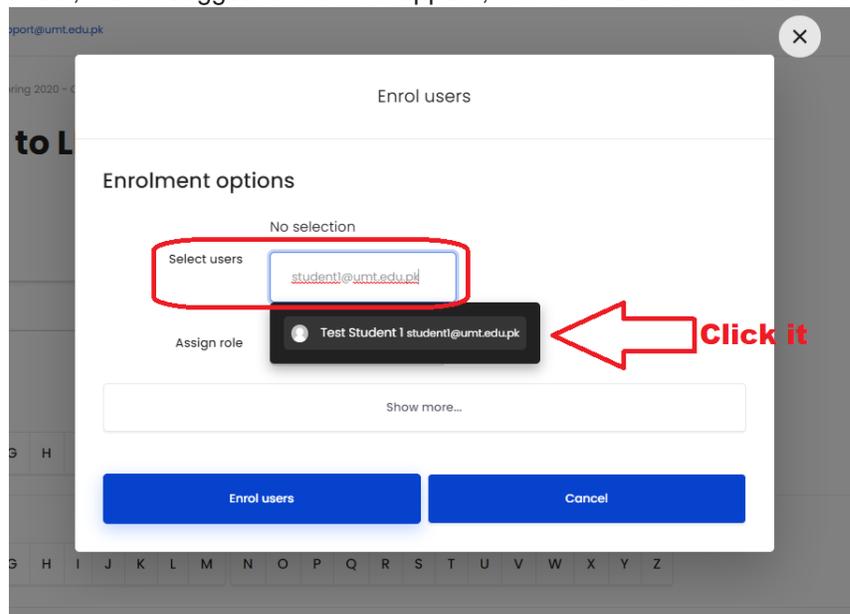


- 2- On the right side of the participants page, click on the **“Enroll users”** button.

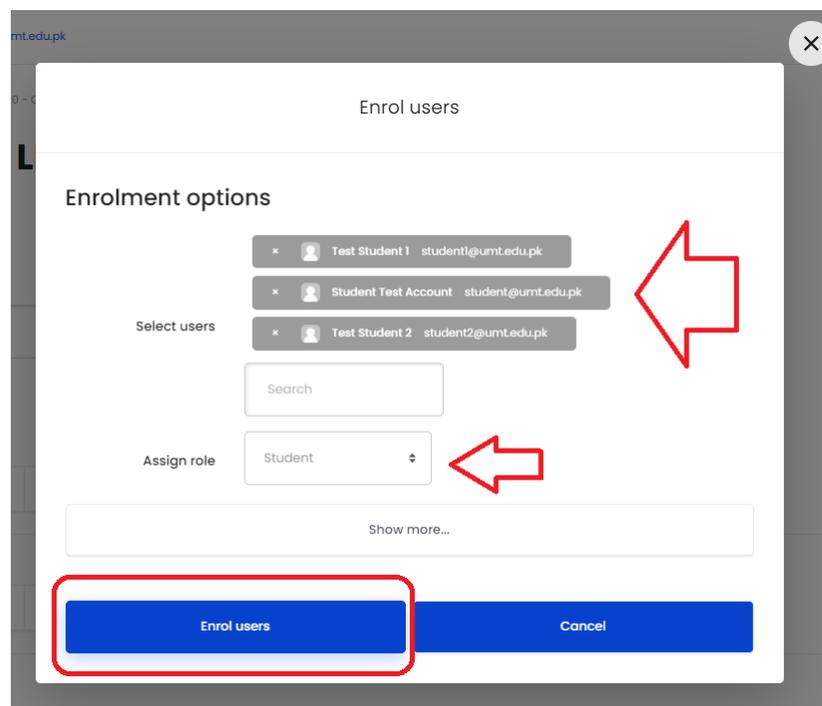


Step by Step Guide for Manual Enrollment of Students in UMT-LMS course

- 3- On this new window, write the student email address in the Select users search box. If the email address is correct, then a suggestion box will appear, click on the email address to confirm.



- 4- Write and select as many students you want, then choose "Assign role" as "Student" and then click on "Enrol users" button to proceed with confirmation of manual enrollments of the confirmed students.



Now the students have been manually enrolled in your LMS course successfully.