## 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.



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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.

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Enrolment options						
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Sel	lect users	× 💽 Test Student	2 student2@umt.edu.pk			
		Search				
A:	ssign role	Student			_	
Show more						
Enrol users				Cancel		
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Now the students have been manually enrolled in your LMS course successfully.