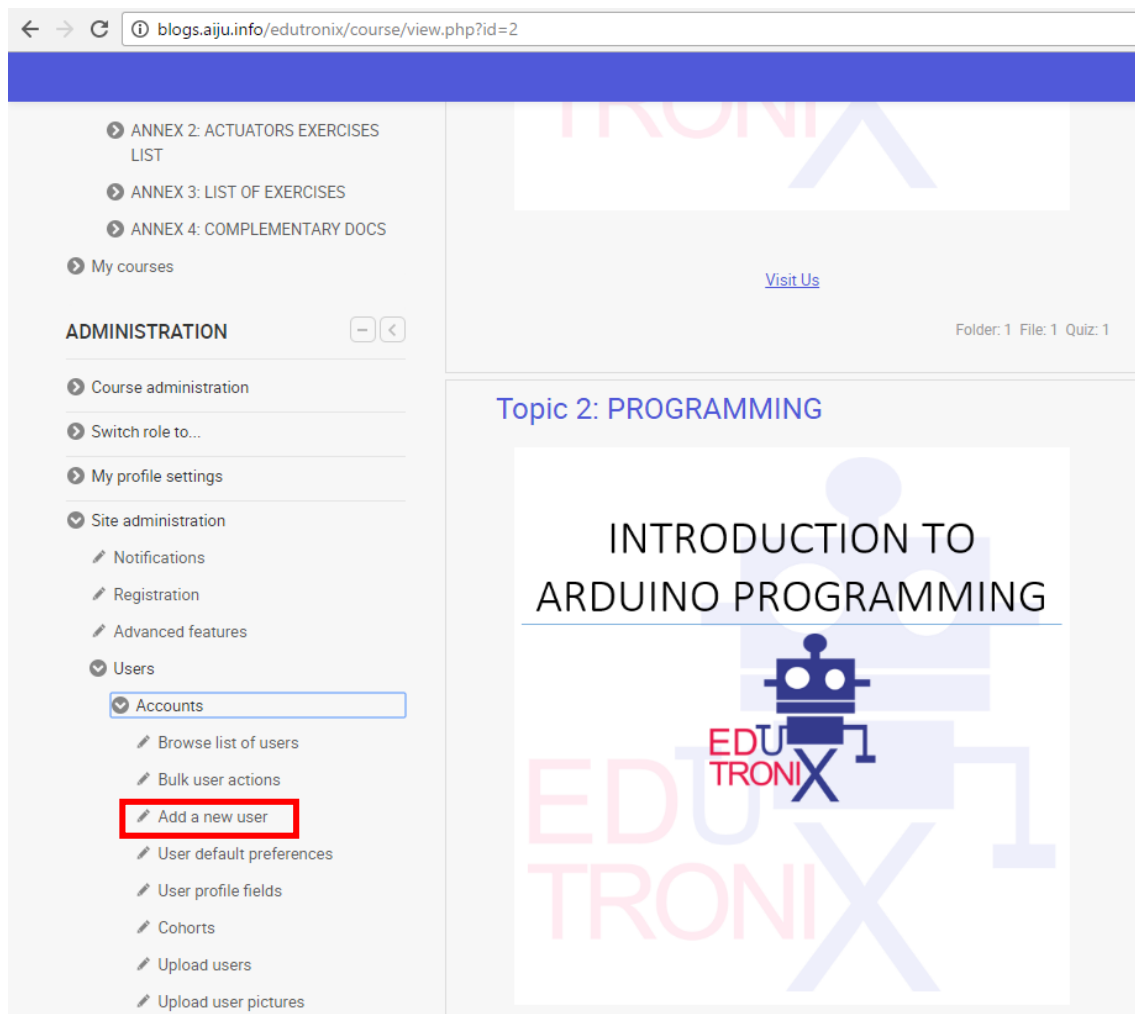


# CREATE USERS AND ASSIGN THEM A ROLE

1. In Administration => Site Administration => Users => Accounts => Add a new user



## 2. Complete the fields:

NAVIGATION

My home

Site home

Site pages

My profile

My courses

ADMINISTRATION

My profile settings

Site administration

Notifications

Registration

Advanced features

Users

Accounts

Browse list of users

Bulk user actions

Add a new user

User default preferences

User profile fields

Cohorts

Upload users

Upload user pictures

Permissions

General

Username\* tutorial

Choose an authentication method Manual accounts

Suspended account

Generate password and notify user

The password must have at least 8 characters

New password\* tutorial Unmask

Force password change

First name\* Tutorial

Surname\* Edutronix

Email address\* tutorial@edutronic.eu

City/town

Select a country Poland

Timezone Server's local time

Description

Security

Appearance

Front page

Server

Reports

Development

Assignment upgrade helper

ADMIN BOOKMARKS

Bookmark this page

Preferences

User picture

Additional names

Interests

Optional

Create user

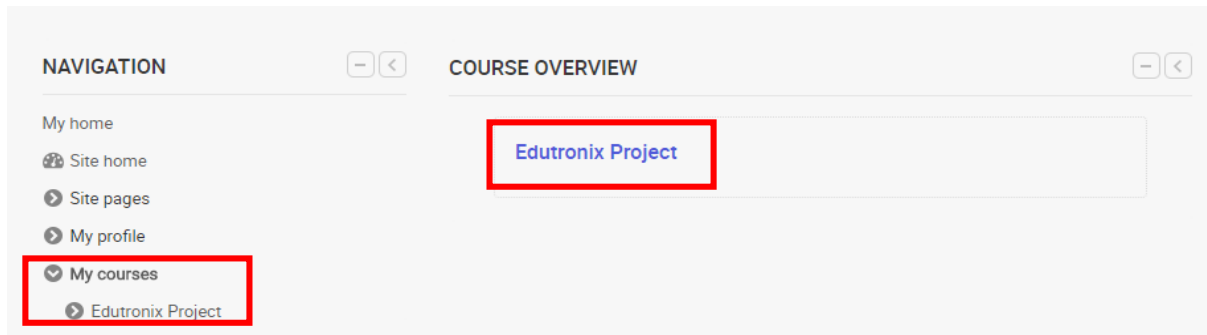
## 3. After complete the fields, click on "Create User".

## 4. We verify that the user has created:

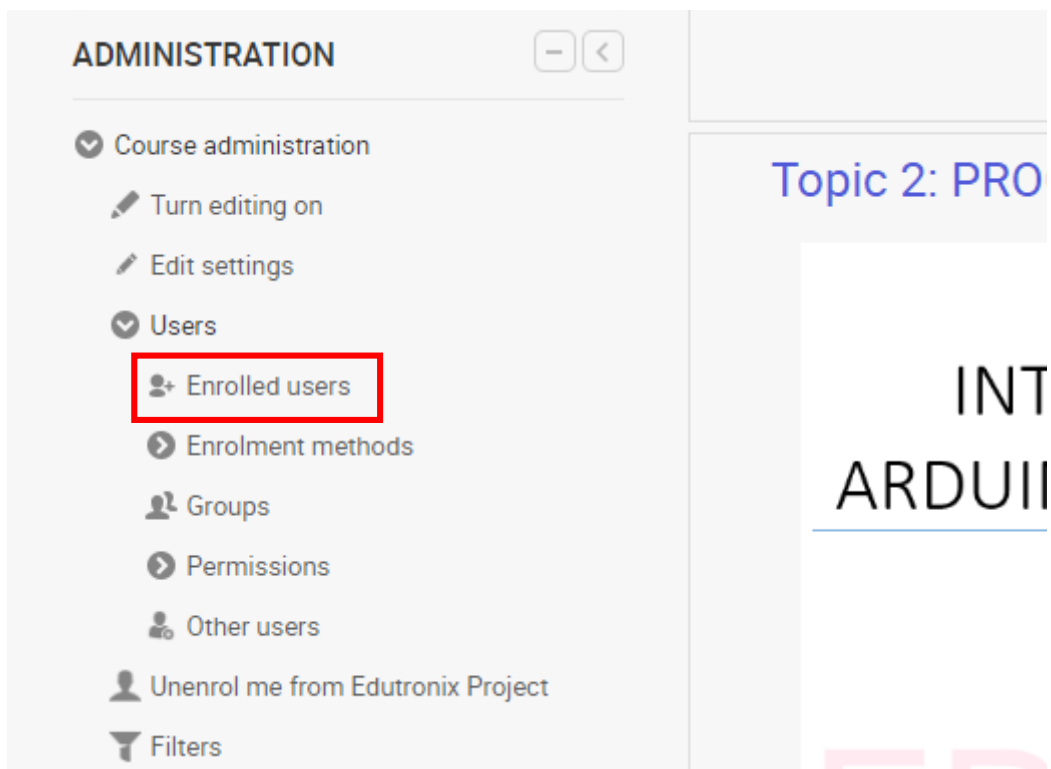
Tutorial Edutronix	tutorial@edutronic.eu	Poland	Never	X
User1 Edutronix	josesola_user1@aiju.info	Poland	2 mins 1 sec	X
User2 Edutronix	josesola_user2@aiju.info	Poland	2 mins 7 secs	X

5. Now, we *assign the role* to new user.







6. Go to *My courses* in left menu.



7. Go to *Administration => Course Administration => Users => Enrolled Users*:



8. We go to “Enrol users”:

 Edutronix NA edutronixeu@gmail.com	35 days 19 hours	Manager ✕ Teacher ✕		Manual enrolments from Thursday, 9 June 2016, 12:00 AM ✎ ✕
 Prueba Probando josesola@aiju.info	Never	Teacher ✕ Student ✕		Manual enrolments from Thursday, 9 June 2016, 12:00 AM ✎ ✕
 Admin User informatica@aiju.info	1 sec	Manager ✕		Manual enrolments from Friday, 26 August 2016, 12:00 AM ✎ ✕

Enrol users





9. Enrol the new user:

Enrol users

Assign roles Student

Enrolment options

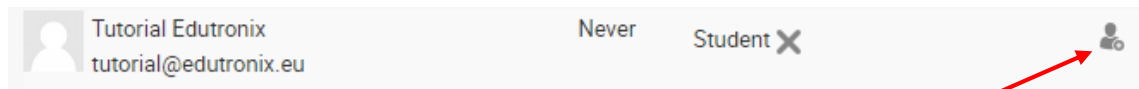
4 users found

1	 Rossella Brindani rossella.brindani@cis-formazione.it	Enrol
2	 cesar carrion cesar.carrion@gmail.com	Enrol
3	 Jorge Difusion jlopez@difusion.org	Enrol
4	 Tutorial Edutronix tutorial@edutronix.eu	Enrol

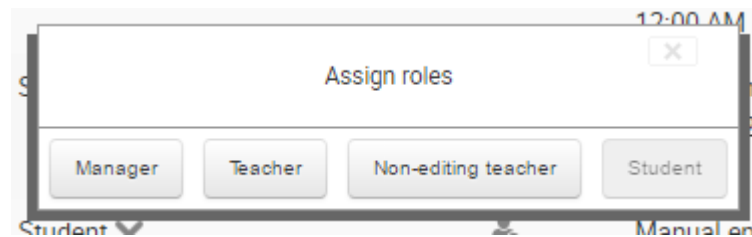
Search

Finish enrolling users

10. The new user has been roled:



11. If we want to change the role, we click here:



12. And select the new role