

# NCKU Moodle Instruction Manual – Assign assistant

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NCKU Moodle Instruction Manual

There are two types of assistants, one is “advanced assistant”, and another is “assistant”. If the assistant can grade students, please give him/her a role as “advanced assistant”. If the assistant just upload a materials and create activities, please give him/her a role as “assistant”.

## I. Assign assistant

### (1) Assistant is not enrolled user

1. Click the “Assign role” link in “Quicksets” block.



2. The block on the left side show all participants in the course, please select “advanced assistant” in the select menu. You can add participant by searching a member at the right side. (If you want to add a student please search with student number. If you want to add a employee please search with staff number.)

**【Note】 Please search with user account (Do not search with name).**

## Manual enrolments

### Enrolled users

**Enrolled users (9)**

- 試用帳號01 (test01)
- 試用帳號02 (test02)
- 試用帳號03 (test03)
- 試用帳號04 (test04)
- 試用帳號05 (test05)
- 試用帳號06 (test06)
- 試用帳號07 (test07)
- 試用帳號08 (test08)
- 試用帳號09 (test09)

**Participants in course**

Search

[Search options](#) ▶

Assign role

高階助教(advanced assistant) ▼

Enrolment duration

Unlimited ▼

Starting from

Today (5/11/15) ▼

### Not enrolled users

**Too many users (88633) to display**

**Please use the search**

Search

3. The searching result will display at the “Not enrolled users” block (right side). Select the user who you want to add and click “Add” button.

## Manual enrolments

Enrolled users

**Enrolled users (9)**

- 試用帳號01 (test01)
- 試用帳號02 (test02)
- 試用帳號03 (test03)
- 試用帳號04 (test04)
- 試用帳號05 (test05)
- 試用帳號06 (test06)
- 試用帳號07 (test07)
- 試用帳號08 (test08)
- 試用帳號09 (test09)

Search

[Search options](#) ▶

(2)

Assign Role

高階助教(advanced assistant) ▼

Enrolment duration

Unlimited ▼

Starting from

Today (5/11/15) ▼

▶

Not enrolled users

**Matching not enrolled users**

- test (N76044456)
- 試用帳號10 (test10)

(1) List the search result

Search

**【Note】** If you want to remove user from course, please select the user from the “Enrolled users” block (left side) and click “Remove” button to remove the student.

### (2) Assign enrolled user to assistant

1. “Administration” block → “Course administration” → Users → Enrolled users

Home ▶ TEST10

**Navigation** [ + ] [ - ]

**Administration** [ - ] [ + ]

- ▼ Course administration
  - ✎ Turn editing on
  - ⚙ Edit settings
  - ▼ Users
    - 👤 Enrolled users**
    - Enrolment methods
  - 👤 Groups
    - ▶ Permissions
  - ▶ Reports
- 📊 Grades
- 📁 Backup
- 📁 Restore
- 📁 Import
- 🔄 Reset
- ▶ Question bank

🗨 公佈欄

The reference for first week

📄 Moodle

**Topic 1**

**Topic 2**

**Topic 3**

**Topic 4**

2. Click the “Assign role” icon on which student you want to assign as assistant

### Enrolled users

[Enrol users](#)

Search  Enrolment methods All Role All Status All

[Filter](#) [Reset](#)

First name / Surname / ID number	Last access	Roles	Groups	Enrolment methods
👤 試用帳號01 test01	2 days 5 hours	學生 (student) ×	[ + ]	Manual enrolments from Tuesday, 29 September 2015, 12:00 AM [ ⚙ ] [ ✕ ]
👤 試用帳號02 test02	57 days 4 hours	學生 (student) ×	[ + ]	Manual enrolments from Tuesday, 29 September 2015, 12:00 AM [ ⚙ ] [ ✕ ]
👤 試用帳號03 test03	162 days 23 hours	學生 (student) ×	[ + ]	Manual enrolments from Tuesday, 29 September 2015, 12:00 AM [ ⚙ ] [ ✕ ]
👤 試用帳號04 test04	148 days 7 hours	學生 (student) ×	[ + ]	Manual enrolments from Tuesday, 29 September 2015, 12:00 AM [ ⚙ ] [ ✕ ]
👤 試用帳號05 test05	1 day 5 hours	學生 (student) ×	[ + ]	Manual enrolments from Tuesday, 29 September 2015, 12:00 AM [ ⚙ ] [ ✕ ]

3. .Select the assign role (advance assistant or assistant) to complete the assignment.



## II. Contact Us

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If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024 · 61029.