NCKU Moodle Instruction Manual – Assign assistant

I. Assign assistant
   (1) Assistant is not enrolled user
   (2) Assign enrolled user to assistant

II. Contact Us
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).
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.
【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
2. Click the “Assign role” icon on which student you want to assign as assistant.
3. Select the assign role (advance assistant or assistant) to complete the assignment.

II. Contact Us

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