

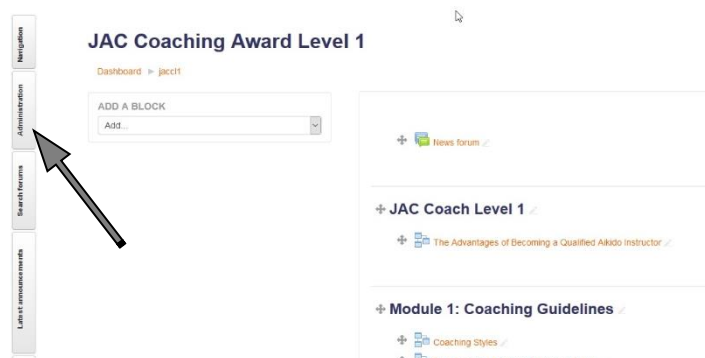
# Enrolling candidates on the JAC CL1 Online course

After logging in to the Online coaching course at [http://jointaikikaicouncil.co.uk/JAC\\_Coaching/](http://jointaikikaicouncil.co.uk/JAC_Coaching/), there are two stages required to enrol candidates on it, namely

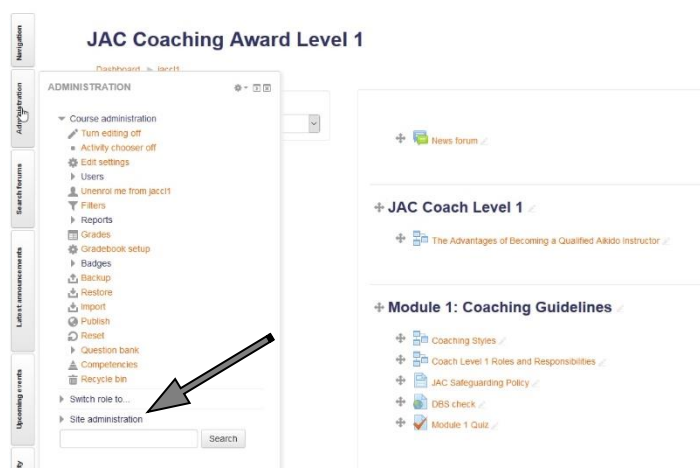
1. Add candidate as a Moodle site user
2. Enrol candidate on the JAC CL1 course

## 1. Add candidate as a Moodle site user

This is the course page showing the *Administration* tab on the left:

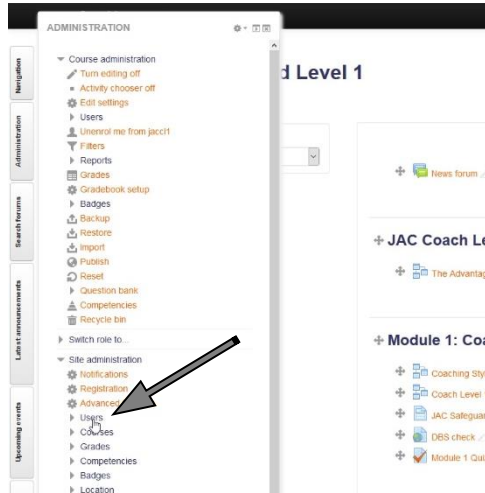


Select the *Administration* tab and click *Site administration*

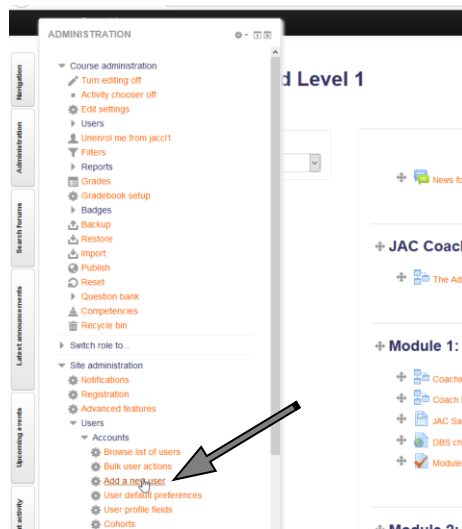


# Coach Level 1 Tutor guide

Select *Users*:



Select *Add a new user*:



Complete the *New user* form and click the *Create user* button at the bottom of the form:



This will take you to a list of users, and completes the first stage of adding a candidate to the course.

The screenshot shows the 'JAC Coaching' user management interface. On the left, there is a navigation sidebar with 'Navigation' and 'Administration' buttons. The main content area has a breadcrumb trail: 'Dashboard > Site administration > Users > Accounts > Browse list of users'. Below the breadcrumb, there are 'ADMIN BOOKMARKS' and 'ADD A BLOCK' sections. The main content area is titled '6 Users' and features a 'New filter' section with a dropdown menu set to 'contains' and an 'Add filter' button. Below the filter, there is a table with columns: 'First name / Surname', 'Email address', 'City/town', 'Country', 'Last access', and 'Edit'. The table contains one visible row for a user named 'mickey mouse' with email 'mm@disney.org' and 'Never' last access. An 'Add a new user' button is located at the bottom of the table.

**JAC Coaching**

Dashboard > Site administration > Users > Accounts > Browse list of users

ADMIN BOOKMARKS

Bookmark this page

ADD A BLOCK

Add

**6 Users**

New filter

User full name contains

Add filter

Show more

First name / Surname	Email address	City/town	Country	Last access	Edit
mickey mouse	mm@disney.org			Never	x @ @

Add a new user

## Coach Level 1 Tutor guide

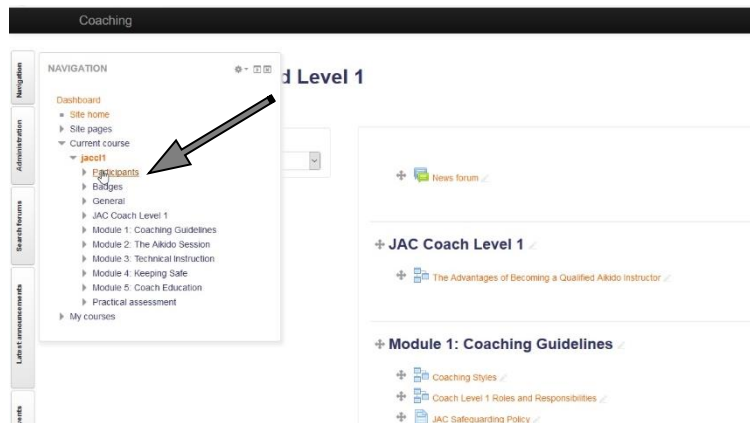
### 2. Enrol candidate on the JAC CL1 course

Having added the candidate as a user, the final stage is to enrol on the JAC-CL1 course, as follows.

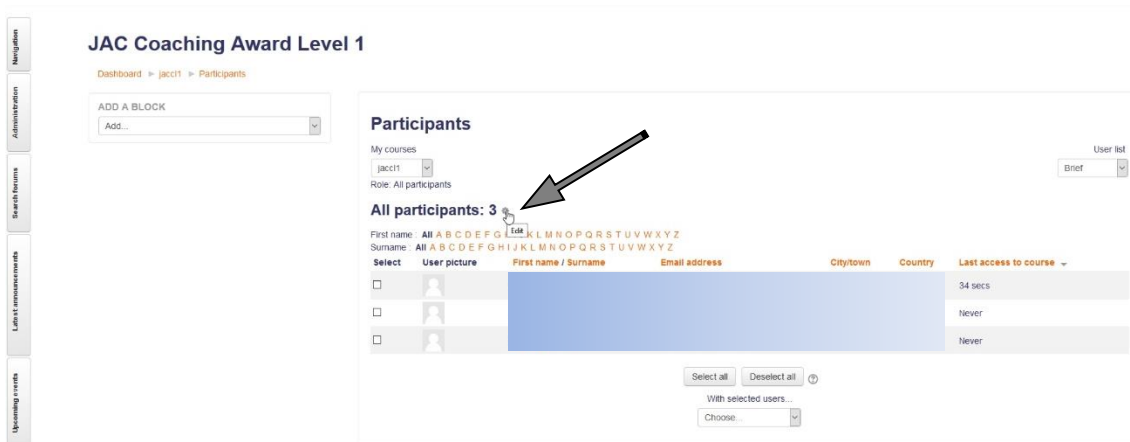
Select the navigation tab and click *My courses/JACCL1*:



This takes you to back to the course page where you select the *Navigation* tab again and click *Participants*:



Click the *Tools* icon to the right of *Participants*:



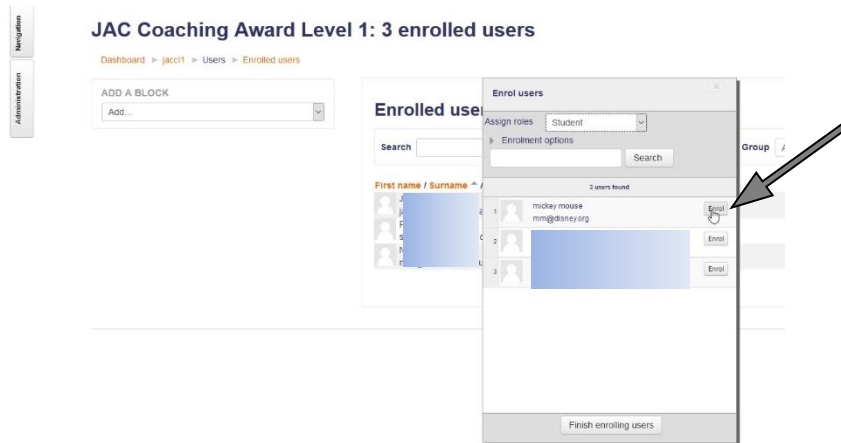


## Coach Level 1 Tutor guide

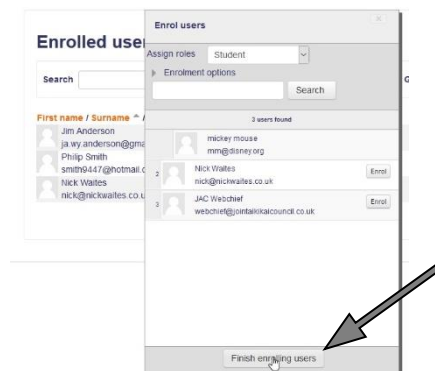
This takes you to a list of users already enrolled on the course. Click the *Enrol users* button:

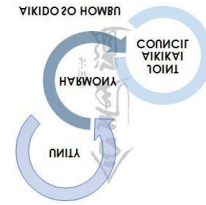


You will see the name of the candidate that you created as a user. Click the *Enrol* button:



The *Enrol* button will disappear. Click the *Finish enrolling users* button:





The final screen will show that the user has been added to the users enrolled on the course.

The candidate can then login and access the full course.

**JAC Coaching Award Level 1: 4 enrolled users**

Dashboard > jac1 > Users > Enrolled users

ADD A BLOCK  
Add...

### Enrolled users

Search  Enrolment methods All Role All Group All partic: Status All Filter Reset Enrol users

First name / Surname	Email address	Last access to course	Roles	Groups	Enrolment methods
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Manual enrolments from Sunday, 25 November 2018, 3:44 PM @ x
mickey mouse	mm@disney.org	Never	Student x	[Redacted]	Manual enrolments from Monday, 26 November 2018, 1:24 PM @ x
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Manual enrolments from Tuesday, 29 September 2015, 1:00 AM @ x
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Manual enrolments from Sunday, 25 November 2018, 3:46 PM @ x

Enrol users