

# Enrolling candidates on the JAC CL1 Online course

After logging in to the Online coaching course at 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:

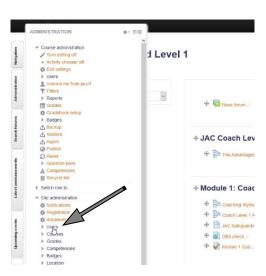


Select the Administration tab and click Site administration

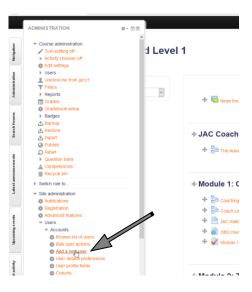
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Select Users:



Select Add a new user:



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

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

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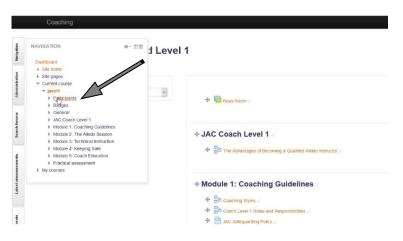
## 2. Enrol candidate on the JAC CL1 course

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*:

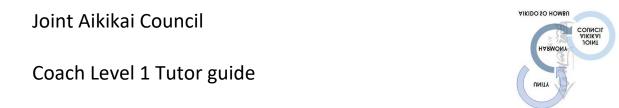


This takes you to back to the course page where you select the *Navigation* tab again and click *Participants*:



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

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

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

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

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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.

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