

Manual Student Enrolment on a Class



In most cases student enrolments **should not be manually managed**. PEGASUS Class Codes or Programme Codes are preferred and will be kept in sync with the student's official curriculum.

There are cases where it is necessary to manually enrol a student into a class:

1. Student enrolments are being entirely manually managed (see [Add Informal Roles to a Class](#))
2. Where a student has withdrawn from a [course](#), but you need to access details of any completed work.

Adding a Manual Student Enrolment (Suspended Enrolment)

1. Access the **Enrolment Methods** page for the class via **Class Administration > Users > Enrolment Methods**

ME FIND A CLASS STUDENT EXPERIENCE ▾ HELP ▾

12 > Users > Enrolment methods

Enrolment methods

Enrol users

Name	Users	Up/Down	Edit
Manual enrolments	17	↓	✕ 👁 👤 ⚙
Guest access	0	↑ ↓	✕ 👁 ⚙
LDAP enrolments	7	↑ ↓	✕
Category enrolments	12	↑ ↓	👁
B6112: Staff and Students (Current server session: 2019/2020)	61	↑ ↓	✕ 👁
Strathclyde Open Access	0	↑	👁

Add method

Choose... ▾

2. Click on the **Enrol Users** icon
3. This will display the **Manual enrolments** screen

Manual enrolments

Enrolled users

Enrolled users (18)

- Joanne Cleland (201551463, joanne.clelan
- Neil Coull (, n.coull@uea.ac.uk)
- Jemma Dougan (201784273, jemma.douga
- Cameron Duff (201936936, cameron.duff.2l
- Aisling Egan (201656285, aisling.egan@str
- Fiona Ford (, fiona.ford@strath.ac.uk)
- Alison Gooding (, alison.gooding@strath.ac
- Emma Gregory (, emma.gregory@sheffield
- Anja Kuschmann (201782057, anja.kuschm
- Susan Lloyd (201760255, susan.lloyd@stra
- Louise McKeever (201680569, louise.mcke
- Inoka Udayangani Sirimanna Mirihagalla K
- Margaret Muir (201171304, margaret.muir@
- Sean Pert (, sean.pert@manchester.ac.uk)
- Geraldine Ralf (, geraldine.ralph@yahoo.co
- Claire Timmins (201590483, claire.timmins@
- Rebecca Wagstaff (201594104, rebecca.wa
- Fiona Wilcox (, Fiona.Wilcox@bcu.ac.uk)

Search

Search options ▾

- Keep selected users, even if they no longer match the search
- If only one user matches the search, select them automatically
- Match the search text anywhere in the displayed fields

Not enrolled users

Too many users (101997) to show

Please use the search

Previously selected users not matching "

Search

Assign role

▾

Enrolment duration

▾

Starting from

▾

4. Enter the details for the student you wish to add back into the class, and click on the **< Add** button.

Adding a Manual Student Enrolment

In cases where the student does not already have a suspended enrolment method, the you should enrol them as an informal role as detailed in [Add Informal Roles to a Class](#)