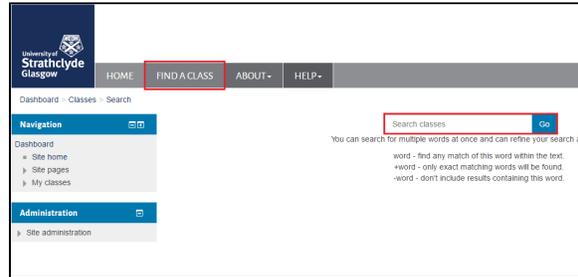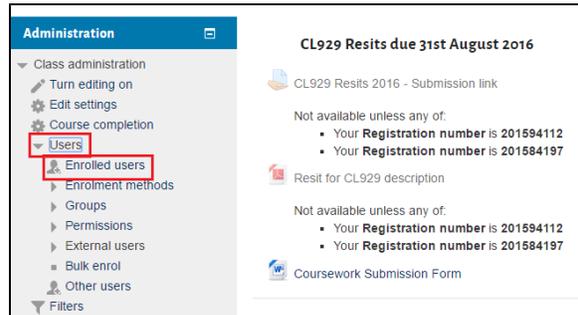# View List of Enrolled Students

This support page will explain how to find out who is enrolled on a Myplace class and what the information available means.

1) You can access Myplace at the following address http://classes. myplace.strath.ac.uk/course/search.php

2) Find a class by clicking the 'FIND A CLASS' button and search for the class by class code (e.g. CL929)

3) From the main class page, scroll down until you find the Adminstration block and click 'Users' which will open up a sub menu, then click on Enrolled users.

This will take you a page similar to this. *(we have highlighted enrolment methods to explain their meaning)*

Enrolled users

First name / Surname ▲ / Registration number / Email address	Last access to course	Roles		Groups		Enrolment methods
Elsa Joao elsa.joao@strath.ac.uk	143 days 18 hours	Lecturer Organiser Contact	👤	CL929: Staff and Students (2015/2016) ✕	👤	CL929: Staff and Students (2015/2016) enrolled Wednesday, 19 June 2013, 12:03 PM
Charles Knapp charles.knapp@strath.ac.uk	239 days 16 hours	Non-editing tutor ✕	👤		👤	Manual enrolments from Wednesday, 1 June 2016, 12:00 AM ⚙✕
Jonathan Knappett j.a.knappett@dundee.ac.uk	Never	Non-editing tutor	👤		👤	Category enrolments from Thursday, 9 June 2016, 10:46 AM
Richard Lord richard.lord@strath.ac.uk	4 years 96 days	Teacher ✕	👤		👤	Manual enrolments from Monday, 17 September 2012, 12:00 AM ⚙✕
Lisa Lyons lisa.lyons@strath.ac.uk	Never	Electronic Marks Return	👤	CL929: Staff and Students (2015/2016)	👤	CL929: Staff and Students (2015/2016) enrolled Friday, 30 January 2015, 8:12 AM
Fiona McCarroll fiona.mccarroll@strath.ac.uk	Never		👤		👤	CL929: Staff and Students (2015/2016) enrolled Friday, 30 January 2015, 8:12 AM
John Student Smith 2017666666 john.s.smith @uni.strath.ac.uk	57 days 23 hours	Student	👤	a - CL929 meeting Wednesday, 10 Feb, 5-5.30 pm ✕ CL929: Staff and Students (2015/2016)	👤	CL929: Staff and Students (2015/2016) enrolled Friday, 11 September 2015, 8:13 AM

Most information here is self explanatory. There are a number of different roles staff roles and these can be named differently depending on the class but to find someone responsible for the class usually we would look for either lecturer, tutor, class administrator or faculty/dept administrator.

Roles

Lecturer   Organiser   Contact

You can search by various types of information

Search	Enrolment methods	Role	Group	Status		
	All ▼	All ▼	All parti ▼	All ▼	Filter	Reset

Users can be manually enrolled via the Myplace class but please note this is **strictly** the responsibility of departmental staff.

Enrol users

Enrolment Methods

a) This enrolment method means the user has been enrolled via the Pegasus class code CL929. They can only be suspended from the class via Pegasus.

CL929: Staff and Students (2015/2016) enrolled Wednesday, 19 June 2013, 12:03 PM

b) This enrolment method means they have been manually enrolled on the class and can be removed via the enrolled users page by clicking the X.

Manual enrolments from Wednesday, 1 June 2016, 12:00 AM ✱ ☒

Please note Myplace Support will not remove or add users to a class manually, this is **strictly** the responsibility of departmental staff. We don;t have the relevant departmental knowledge to perform this action.

c) This enrolment method means the staff user has been enrolled at a category level in Myplace. The Myplace Support team administer this and only we can remove or enrol users in this way. It is used in the circumstance that a staff member need an overarching access to many classes in one department. It must be authorised by a senior member of staff in that department.

Category enrolments from Thursday, 9 June 2016, 10:46 AM

d) This enrolment means that this individual is **not enrolled** in the class. It signifies that they were once enrolled via Pegasus but they were then removed from that code on Pegasus. This is signified by the the 'greyed out' font.

CL929: Staff and Students (2015/2016) enrolled Friday, 30 January 2015, 8:12 AM

The reason they still appear in 'enrolled users' is because if they are removed entirely from the class, all student data such as assignment submissions, forum posts etc. will be destroyed forever. As this might be due to suspension which is subject to appeal, we don't want to completely remove the enrolment and therefore we 'suspend' the enrolment.

Related articles

Content by label

There is no content with the specified labels