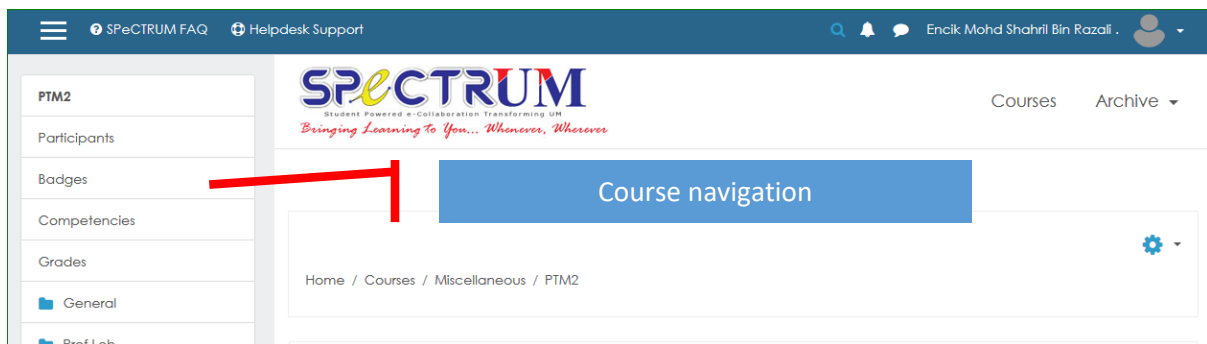
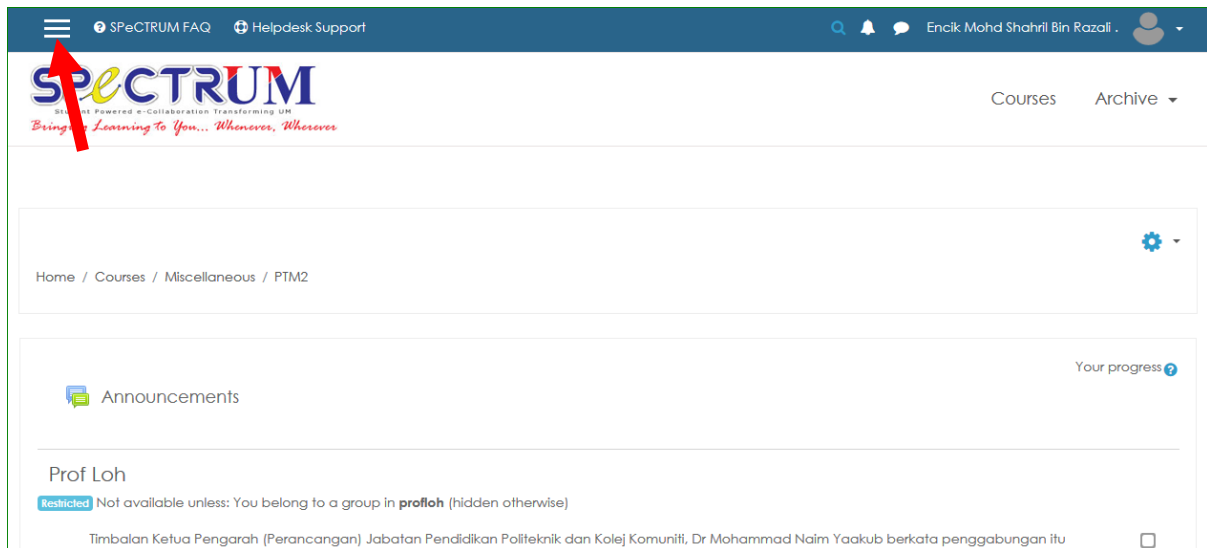


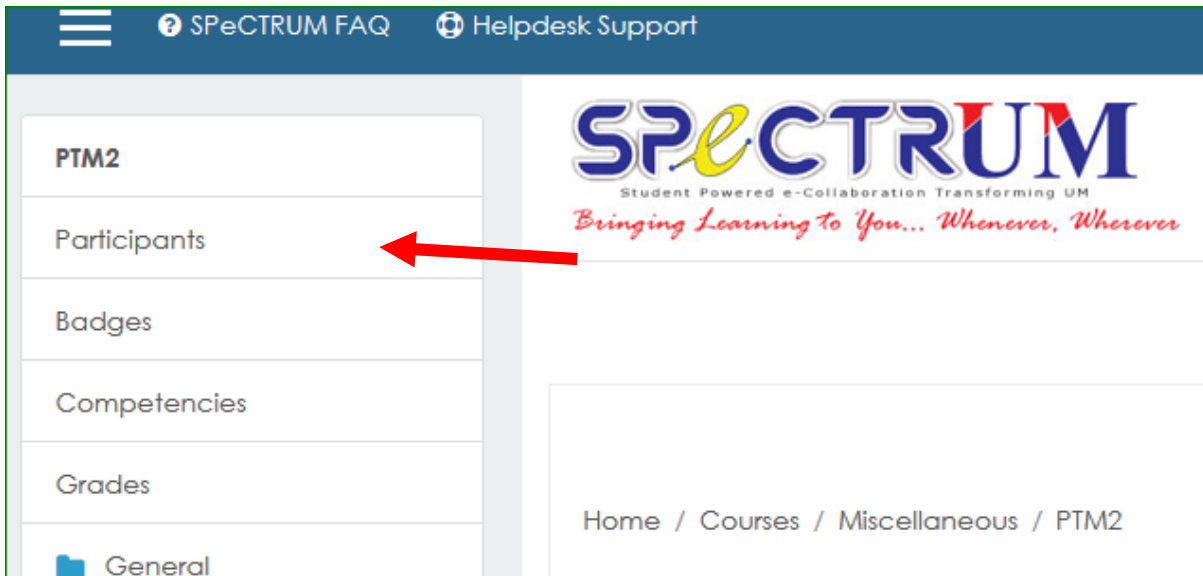
How to add participant to courses in SPeCTRUM v3

1. Go to that particular course. Make sure you see the course navigation on the left side. If the navigation is hidden (as shown below), click on the nav drawer button on the left corner.

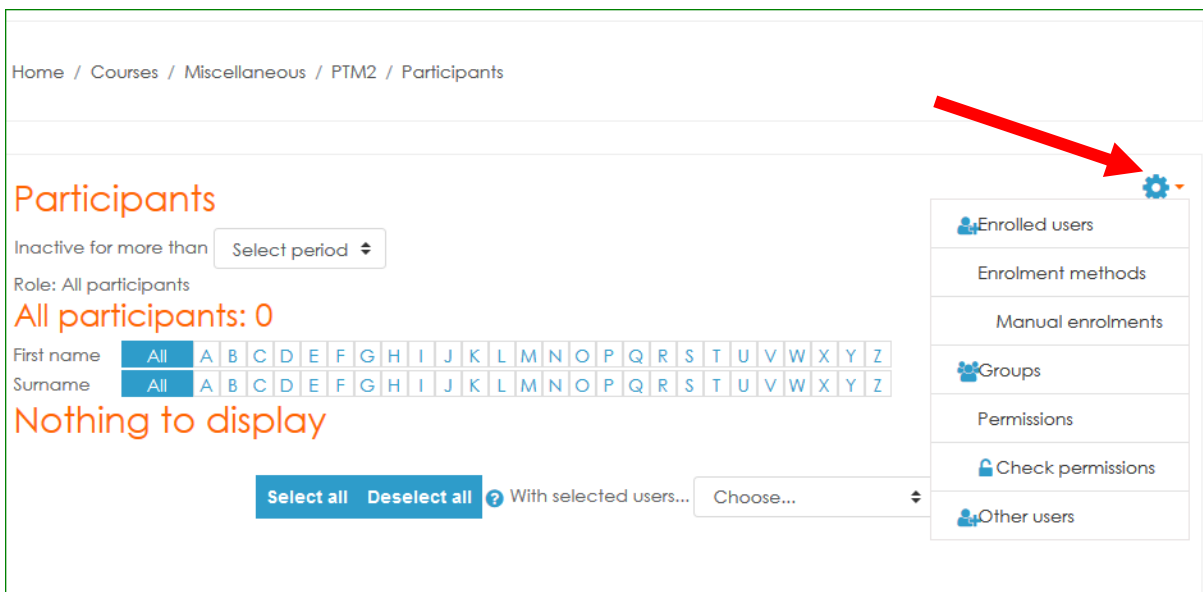
Note: only participants with UMMail / Siswamail account can be added as participant. For students, make sure they are registered for that course.



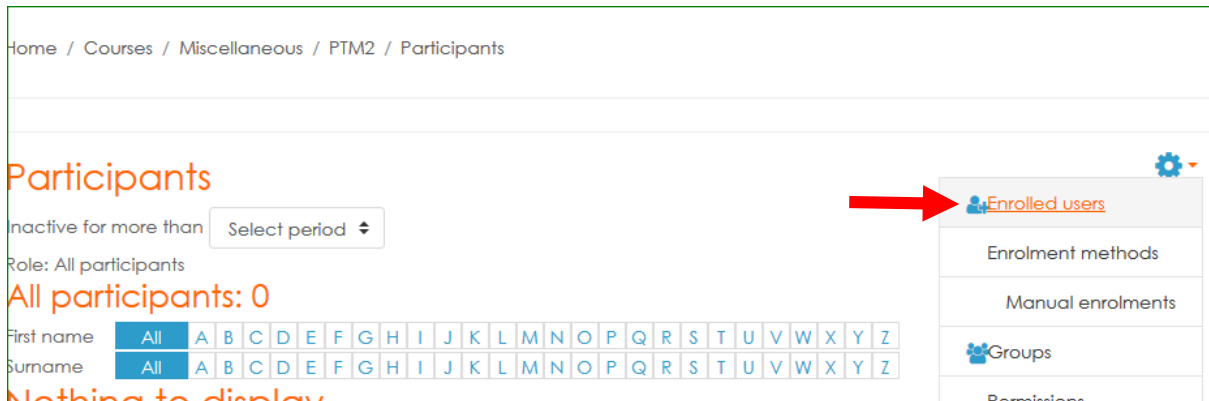
2. Click on Participants



3. Click on the gear-like icon to show participants menu options.



4. Choose Enrolled users



Home / Courses / Miscellaneous / PTM2 / Participants

Participants

Inactive for more than

Role: All participants

All participants: 0

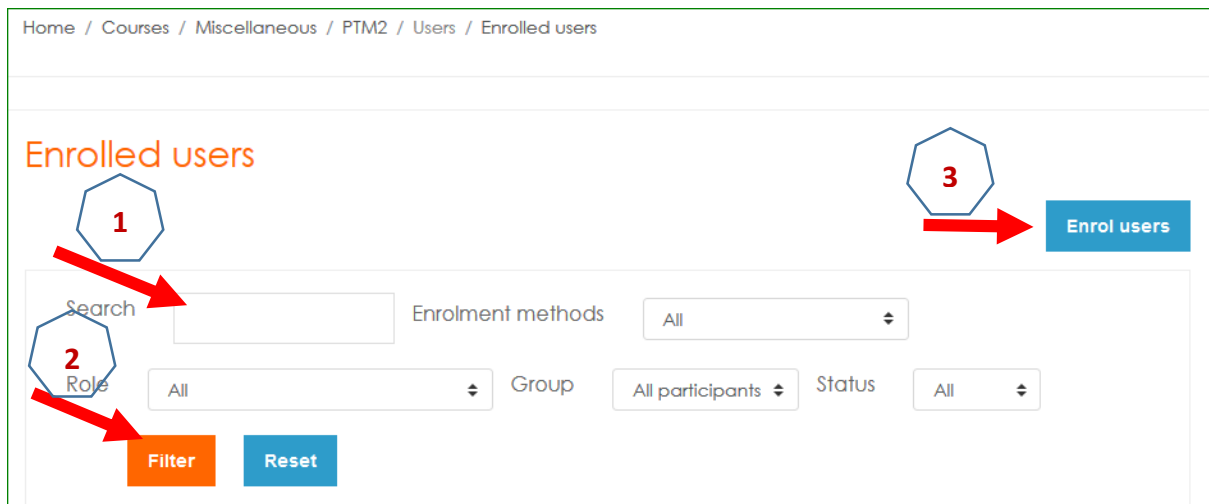
First name

Surname

Nothing to display

- Enrolled users**
- Enrolment methods
- Manual enrolments
- Groups
- Permissions

5. Search for that particular participant prior to enrolling them by typing their name or id or email in the search field and click Filter. If no user is found, click on Enrol users.



Home / Courses / Miscellaneous / PTM2 / Users / Enrolled users

Enrolled users

1 → Search

2 → Role Enrolment methods Group Status

3 →

6. Enrol users screen will be shown. Choose Assign role i.e. student, instructor etc. Type in their UMMail / Siswamail username or staff / students ID in the search field. Click on Search to search.

The screenshot shows the 'Enrol users' interface. At the top, the title 'Enrol users' is displayed in orange. Below the title, there is a section for 'Assign roles' with a dropdown menu currently set to 'Student'. A red arrow labeled '1' points to this dropdown. Underneath, there is a section for 'Enrolment options' with an empty search input field and a blue 'Search' button. A red arrow labeled '3' points to the 'Search' button. Below the search field, it says '19565 users found'. A red arrow labeled '2' points to the first user entry in the list. The list contains five rows, each with a grey user icon, a name, and a blue 'Enrol' button. At the bottom right of the interface, there is a large blue button labeled 'Finish enrolling users'.

7. If user is found, it will be listed there. Click Enrol to add them as participant. Repeat step 6 to add more users. Click on Finish enrolling users to finish it.

The screenshot shows a web interface titled "Enrol users" with a close button (X) in the top right corner. Below the title, there is a section for "Assign roles" with a dropdown menu currently set to "Manager". Underneath, there is a section for "Enrolment options" containing a search input field with the text "zahiruddin" and a blue "Search" button. Below the search bar, it says "2 users found". The first user entry shows a profile icon, the name "Dr. Zahiruddin Fitri Bin Abu Hassan .", the ID "00008939", and the email "zahiruddin@um.edu.my". A red arrow labeled "1" points to the blue "Enrol" button next to this entry. The second entry shows the name "Picture Zahiruddin Fitri Abu of Hassan" and the email "zahiruddin@um.edu.my", with a blue "Enrol" button next to it. At the bottom of the interface, a red arrow labeled "2" points to a blue button that says "Finish enrolling users".


8. Added participant will be shown in the participant list.

Current role: All participants

All participants: 1

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

User	ID	Last access to course					
Select picture	First name / Surname	Email address	City/town	Country			
<input type="checkbox"/>		Dr. Zahiruddin Fitri Bin Abu Hassan .	00008939	zahiruddin@um.edu.my	Kuala Lumpur	Malaysia	2 hours 20 mins

End.