

How to add students to your e-course on the Kampus platform









If you have already prepared your course and provided the materials and if you want to admit students to it, go to the Administration panel on the right, choose Users / Enrolled users.



On the next page click on „USOS enrolments”.

Enrolled users

The screenshot shows the 'Enrolled users' page. At the top right, there are two buttons: 'Self enrolment with or without key' and 'USOS enrolments', with the latter highlighted by a red box. Below these are search and filter options: 'Search' (input field), 'Enrolment methods' (dropdown menu set to 'All'), 'Role' (dropdown menu set to 'All'), 'Group' (dropdown menu set to 'All participants'), and 'Status' (dropdown menu set to 'All'). There are 'Filter' and 'Reset' buttons. Below the filters is a table of enrolled users.

First name / Surname ^ / Email address	Last access to course	Roles	Groups	Enrolment methods
 Marcin Olsz <small>olszmar@pwr.edu.pl</small>	244 days 22 hours	Student ✕		Manual enrolments from Wednesday, 27 September 2017, 9:04 am
 Jadwiga Olszewska <small>olszjad@pwr.edu.pl</small>	3 mins 15 secs	Teacher		Manual enrolments from Wednesday, 22 January 2020, 2:21 pm
 Jadwiga Olszewska <small>olszjad@pwr.edu.pl</small>	1 day 2 hours	Teacher		Manual enrolments from Friday, 8 November 2019, 12:49 pm
 John Teacher <small>john.teacher@pwr.edu.pl</small>	Never	Wykładowca		Manual enrolments from Wednesday, 23 September 2020, 1:46 pm

In the right column you will see the names of the students who have been signed to your course in USOS.

USOS enrolments

The screenshot shows the 'USOS enrolments' interface. On the left, under 'Enrolled users', there is a list box containing 'None'. On the right, under 'Not enrolled users', there is a list box containing 'Studenci (Dodani do Moodle) (205)' followed by a list of student names and email addresses. Between the two list boxes are three buttons: '« Add', 'Remove »', and '« Synchronize ». Below each list box is a search field with a 'Clear' button and a 'Search options' link.

If you click on „Synchronize”, the names in the right column will be moved to the left column which means they will be authorized to the course and the materials on the e-course will be available for them. If the registration is still in progress, it is good to check the right column a few times at the beginning of the course and synchronize students if necessary in order to let the new students in and remove those who changed their mind. You may use the „Synchronize” button many times.

USOS enrolments

This screenshot shows the 'USOS enrolments' interface after a synchronization. The 'Enrolled users' list box now contains 'Studenci (Dodani do Moodle) (205)' and a list of student names and email addresses. The 'Not enrolled users' list box is empty and contains 'None'. The '« Synchronize »' button is highlighted with a red box. The '« Add' and 'Remove »' buttons are still present. Search fields and 'Search options' are also visible.

ATTENTION: If there is no email address next to the name of a student (there is just an empty bracket „()”), you shouldn't authorize them to your course, as it means that the email address of this person has not been provided in USOS. In each dean's office there is someone who is in charge of USOS and students should ask them to add the email. Then a student should make sure that the missing data has been added.