



DICE

DIGITAL COMPETENCES IN ENTREPRENEURSHIP

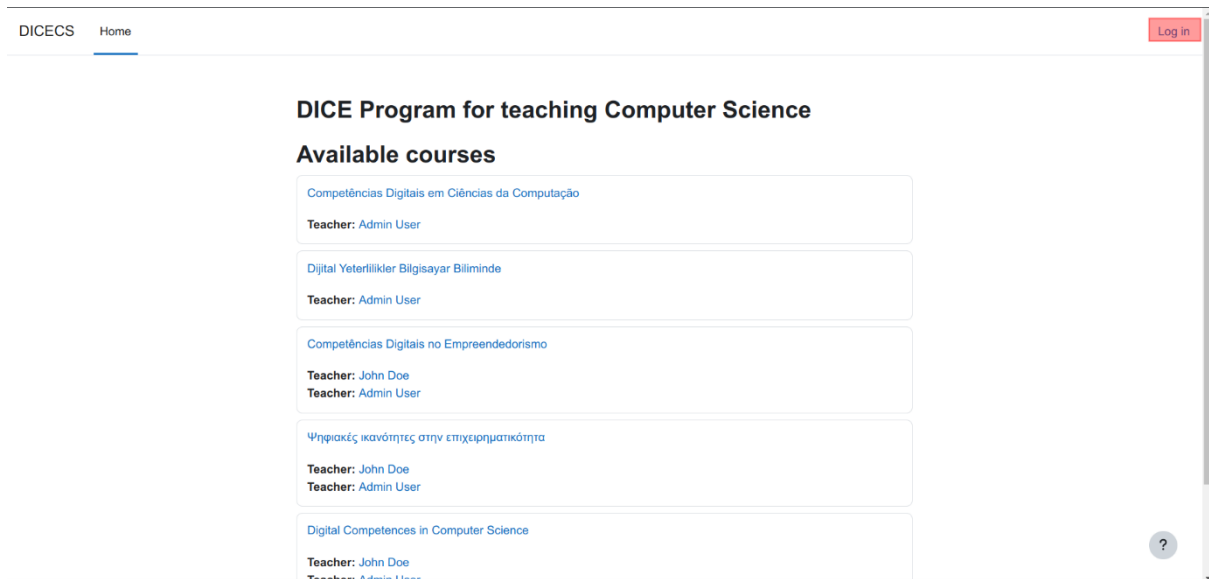


University of Piraeus

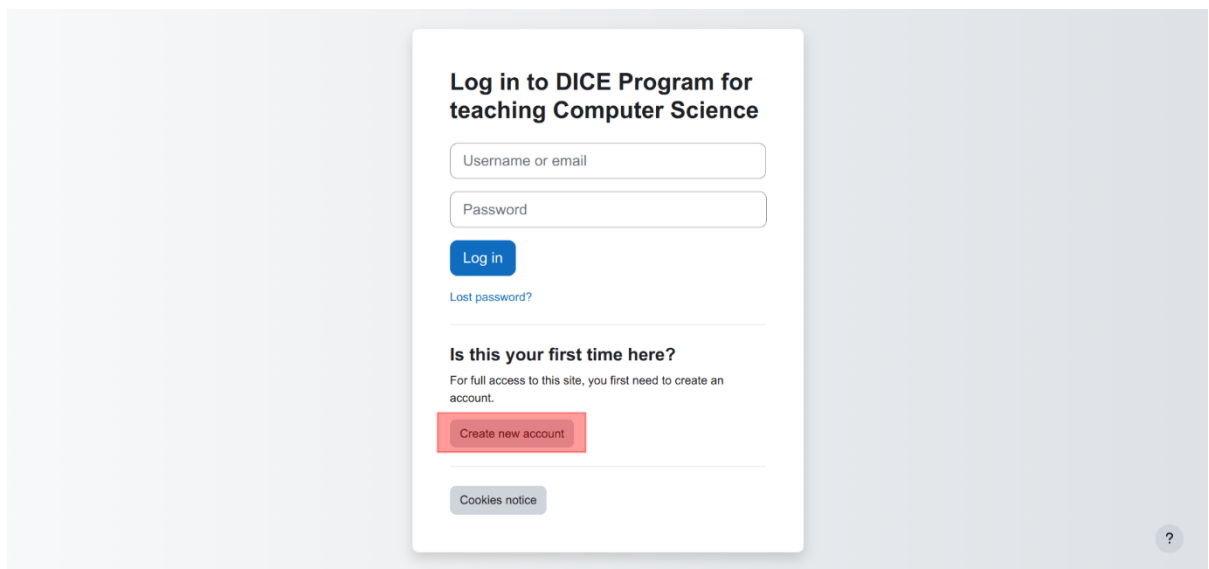
Moodle student enrolling tutorial for teachers

Teachers that wish to enroll their students to their course should perform the following steps:

1. Every student should navigate to the *moodle* page which is currently located at <http://saas11.cs.unipi.gr/> to sign up and click the “Log in” button at the top – right corner of the page:



2. The students that are attempting to create their accounts should click on the “Create new account” button:



3. The students should fill in their personal information, including their e-mail address and password and click “Create new account”:

New account

Username ¹

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #

Password ¹

Email address ¹

Email (again) ¹

First name ¹

Last name ¹

?

Email address ¹

Email (again) ¹

First name ¹

Last name ¹

City/town

Country

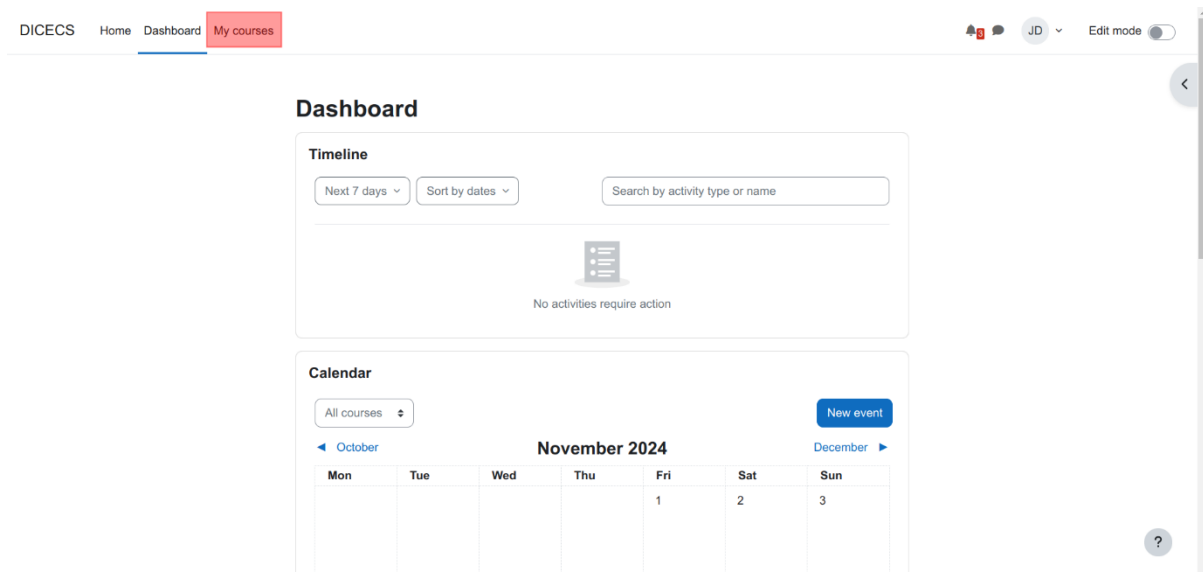
Select a country ▾

Create my new account Cancel

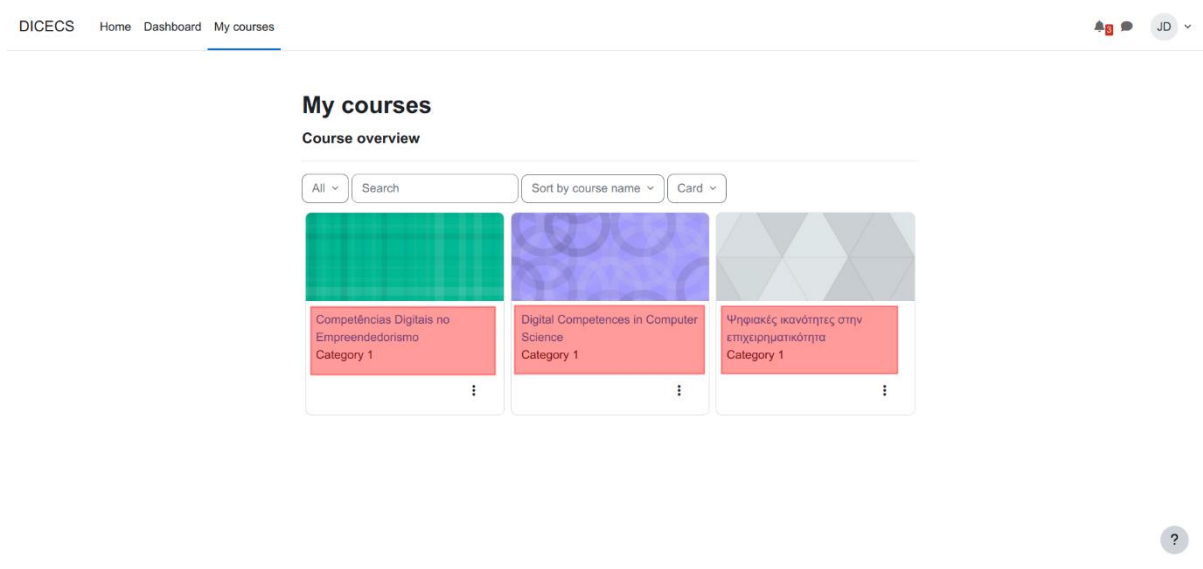
¹ Required

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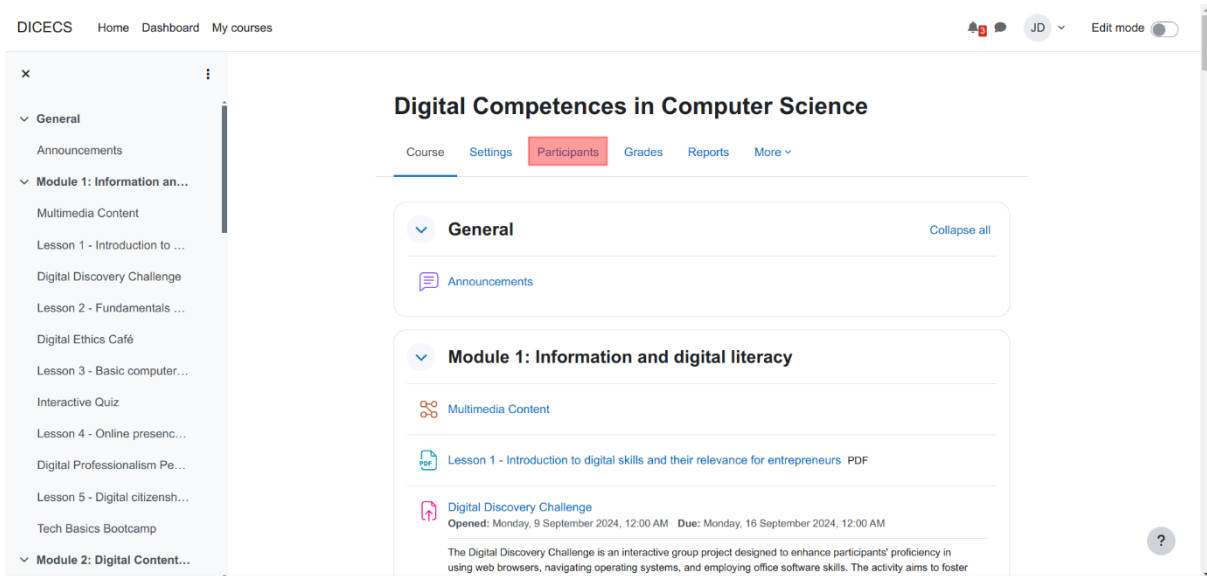
4. After the students have created their accounts, the teachers of each country should sign in to the website with the respective username and password that will have been sent to them. One user will have been created for every country. After logging in, the teachers will be redirected to the main page, where they will need to click “My courses”:



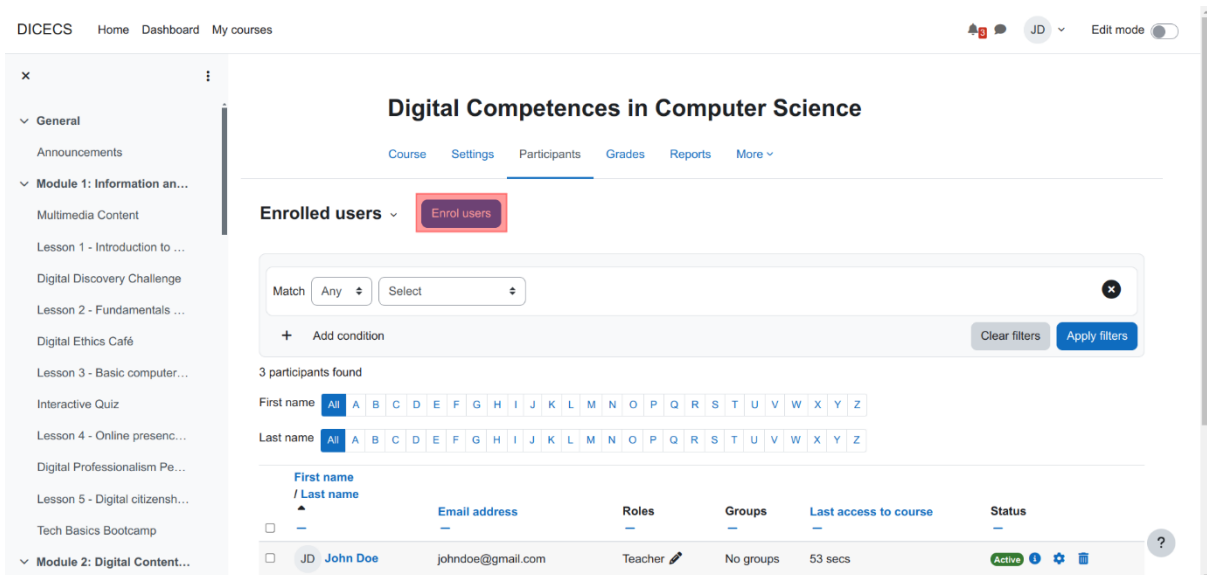
5. After choosing “My courses”, the teachers will view the courses, the content of which they can manage:



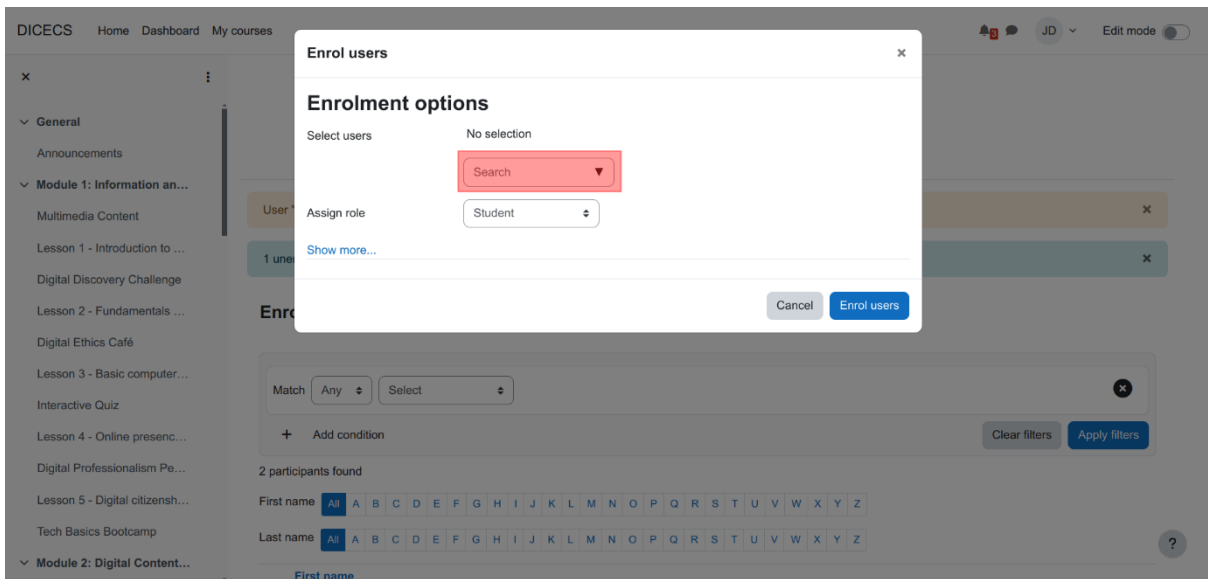
6. After clicking on the course name, the teachers will view the course content, as well as some settings for it. The teachers should click on the “Partitipants” tab above the course content:



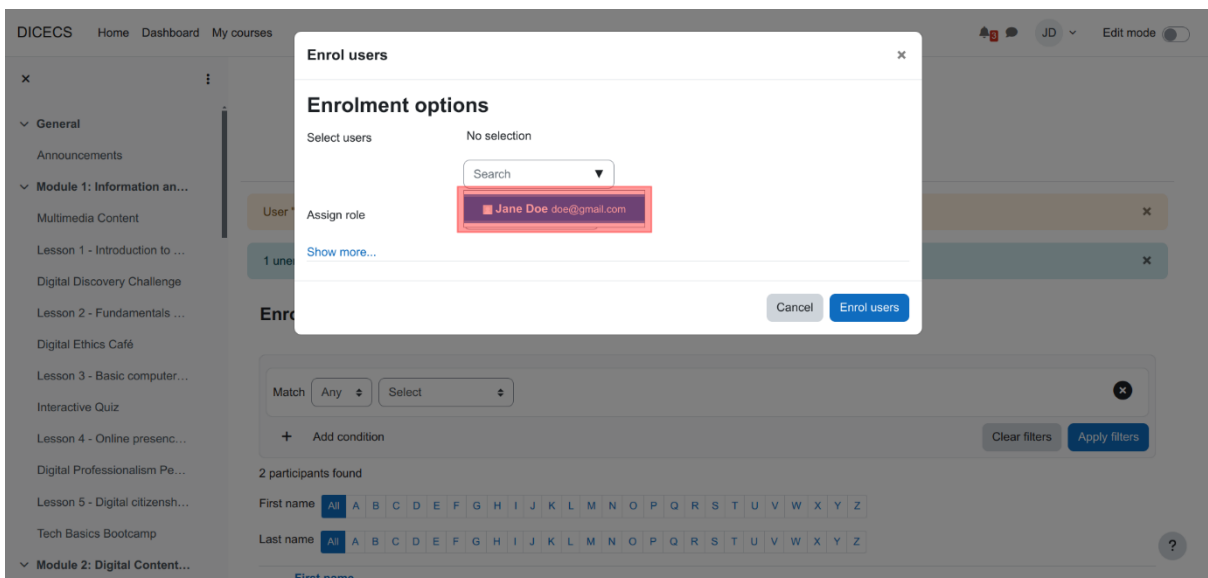
7. Each teacher should click the “Enroll users” button:



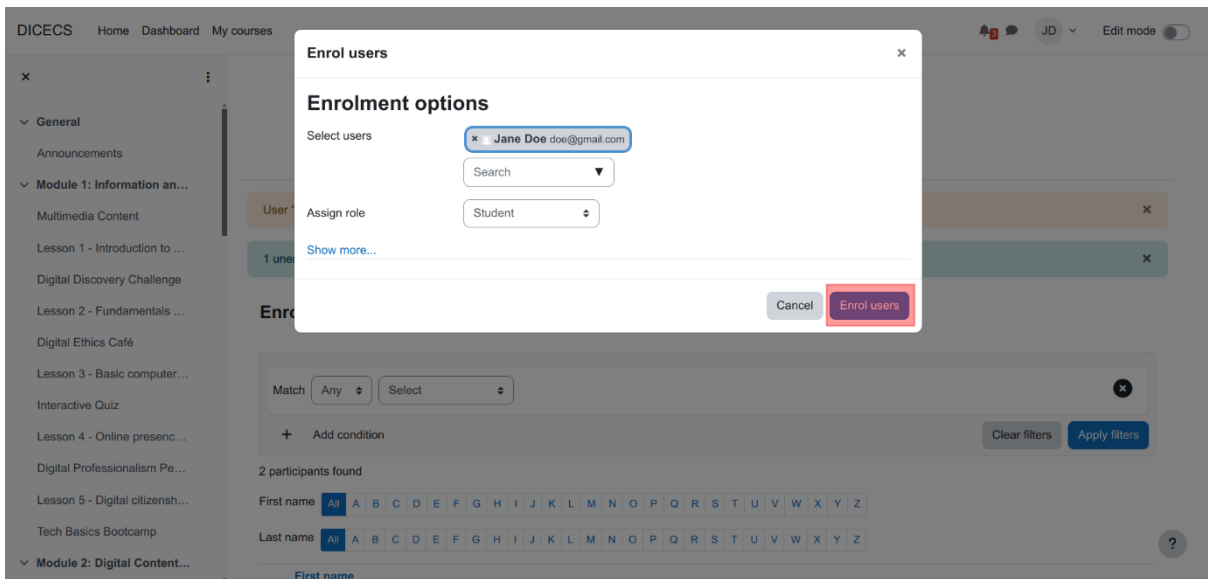
8. Afterwards, a rectangular sheet with rounded corners will be displayed, which will allow teachers to add the students that have signed up:



9. The teachers will have to select every user that they wish to enroll and add them to the course:



10. After all the requested students have been selected, the teachers should click “Enrol users”:



11. The teachers will be able to see the enrolled student at the bottom of the participant page:

