

Users in Moodle

Spoken Tutorial Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://www.sakshat.ac.in>

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04 January, 2018



Learning Objectives

In this tutorial, we will learn how to



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In this tutorial, we will learn how to

- **Add a user**



Learning Objectives

In this tutorial, we will learn how to

- Add a user
- Edit a user's profile



Learning Objectives

In this tutorial, we will learn how to

- Add a user
- Edit a user's profile
- Upload users in bulk



OS, Web Server and Versions

This tutorial is recorded using:



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This tutorial is recorded using:

- **Ubuntu Linux OS 16.04**



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This tutorial is recorded using:

- **Ubuntu Linux OS 16.04**
- **Apache, MariaDB and PHP**
obtained through **XAMPP 5.6.30**



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- **Moodle 3.3**



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- **Moodle 3.3**
- **Firefox web browser**



Prerequisites

- **Learners should have some courses created on their Moodle website**



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- **If not, please refer to the previous Moodle tutorials on <http://spoken-tutorial.org>**



Deleting a User in Moodle

- **Delete option deletes all the user data - course registrations, grades, etc.**



Deleting a User in Moodle

- **Delete option deletes all the user data - course registrations, grades, etc.**
- **Use Delete option with caution**



Suspending a User in Moodle

- User will no longer be able to login, but the registration, grade etc. are kept intact



Suspending a User in Moodle

- **User will no longer be able to login, but the registration, grade etc. are kept intact**
- **It saves the records for future purposes and you can activate the user later**



Upload Users in Bulk

- **Upload a file with certain data in a particular format - CSV**



Upload Users in Bulk

- **Upload a file with certain data in a particular format - CSV**
- **I have already created this file using LibreOffice Calc - spreadsheet**



About CSV File

- **This CSV file is available in the Code files section of this tutorial**



About CSV File

- **This CSV file is available in the Code files section of this tutorial**
- **You can download and use it**



About CSV File

- **This CSV file is available in the Code files section of this tutorial**
- **You can download and use it**
- **The Additional Reading Material of this tutorial has more information about CSV file creation**



Summary

In this tutorial, we learnt to:

- **Add a user**
- **Edit a user's profile**
- **Upload users in bulk**



About the Spoken Tutorial Project

- Watch the video available at http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- It summarises the Spoken Tutorial project
- If you do not have good bandwidth, you can download and watch it



Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- Conducts workshops using spoken tutorials
- Gives certificates to those who pass an online test
- For more details, please write to contact@spoken-tutorial.org



Forum for Specific Questions

- Do you have questions in **THIS Spoken Tutorial?**
- Please visit <http://forums.spoken-tutorial.org>
- Choose the minute and second where you have the question
- Explain your question briefly
- Someone from our team will answer them



Acknowledgements

- **Spoken Tutorial Project is a part of the Talk to a Teacher project**
- **It is supported by the National Mission on Education through ICT, MHRD, Government of India**
- **More information on this Mission is available at**

<http://spoken-tutorial.org/NMEICT-Intro>

