



Cohort Sync substituting moodle 90 courses

Summer semester 2023

How to enrol students in one 'main' course in moodle using "cohort sync"

Activating a moodle course
("main" course)



Students are enrolled via
"cohort sync"



All other teachers are enrolled manually

If several groups exist for a course, Study Services only synchronises the group to which the course leader (LVV) is assigned. The other small group courses are not created in Moodle.

Study Services

The course leader (LVV) enrolls all students for all groups via "cohort sync".

The course leader (LVV) enrolls all other lecturers and sends out information regarding the course.

Course leader (LVV)

Following these stages, Study Services do NOT synchronise courses, so that students and teachers are not removed again.

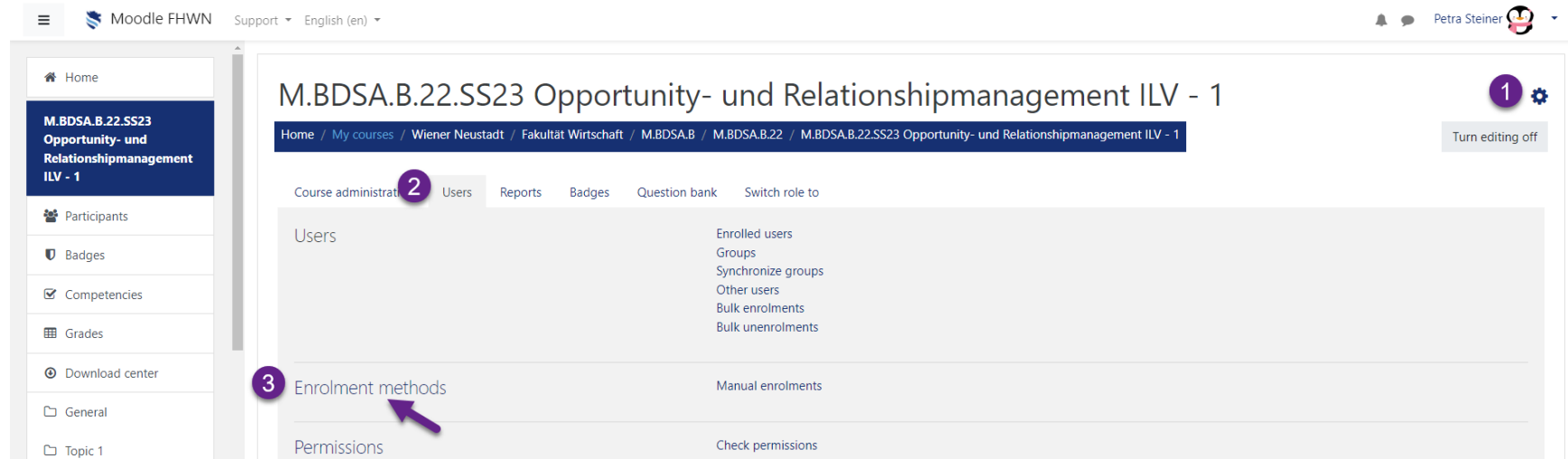


Enrolling students using “cohort sync”

Enrolment method – Step 1

To enrol a group using “cohort sync” in a course, do the following:

On the course page, click on the Actions menu (gear icon) at the top right, ¹ select „Users“, ² then “Enrolment methods” ³. ... sometimes the “Enrolment methods” link can also be found below the link to “Enrolled users”.



The screenshot shows the Moodle interface for a course. The breadcrumb trail is: Home / My courses / Wiener Neustadt / Fakultät Wirtschaft / M.BDSA.B / M.BDSA.B.22 / M.BDSA.B.22.SS23 Opportunity- und Relationshipmanagement ILV - 1. The 'Users' menu is open, showing options like 'Enrolled users', 'Groups', 'Synchronize groups', 'Other users', 'Bulk enrolments', and 'Bulk unenrolments'. The 'Enrolment methods' option is highlighted with a purple arrow and a circled '3'. A gear icon at the top right is circled with a '1', and the 'Users' menu item is circled with a '2'.



Enrolment method – Step 2

Select the option “Cohort sync” from the drop-down menu as shown 4

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Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	24	↓	
Guest access	0	↑ ↓	
Self enrolment (Student)	0	↑	

Add method

- Choose..
- Choose..
- Self enrolment
- Course meta link
- Cohort sync**

4

Add a block

Add...

Enrolment method – Step 3

Enrol students from a particular year group ⁵ using „create new group“ ⁶ (=cohort) and confirm by selecting “add method”. ⁷

Important:

since 22/23 student year groups' names no longer begin with a year number, but with an abbreviation of the programme's name – see also course structure or name of the moodle course

Current example:

M.BDSA.B.22.SS23 Opportunity- und Relationshipmanagement ILV - 1

▼ Cohort sync

Custom instance name

Active Yes ▾

Cohort ❗ No selection

⁵ M.BD ▾

- GG-ORG-FAK-WIR-STG-WI.BDSA-Leitung
- GG-ORG-FAK-WIR-STG-M.BDSA-Team
- GG-ORG-STG-TEK-M.BDSC-Leitung
- GG-ORG-STG-TEK-M.BDSC-Team
- GG-ORG-STG-WIR-M.BDSA-Leitung
- GG-ORG-STG-WIR-M.BDSA-Team**
- M.BDSA.B.21
- M.BDSA.B.22
- M.BDSC.B.21
- M.BDSC.B.22

Assign role

Add to group

❗ Required

Cohort sync

▼ Cohort sync

Custom instance name

Active Yes ▾

Cohort ❗ × M.BDSA.B.22

Search ▾

Assign role Student ▾

Add to group ⁶ Create new group ▾

⁷ Add method Cancel

❗ Required
















Enrolment method – Step 4

Using Cohort sync, a new group is created using either the cohort or year group name, that now includes all participants:

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Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	24	↓	   
Guest access	0	↑ ↓	  
Self enrolment (Student)	0	↑ ↓	  
Cohort sync (M.BDSA.B.22 - Student)	25	↑	  

Add method



**FACHHOCHSCHULE
WIENER NEUSTADT**

Austrian Network for Higher Education

Manual enrolment of lecturers



Enrolling lecturers/teachers manually – Step 1

On the course page, click on the Actions menu (gear icon) at the top right ¹, select “Users” ² and then „Enrolled users“ ³.

M.BDSA.B.22.SS23 Opportunity- und Relationshipmanagement ILV - 1

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Turn editing off

Course administration ² Users Reports Badges Question bank Switch role to

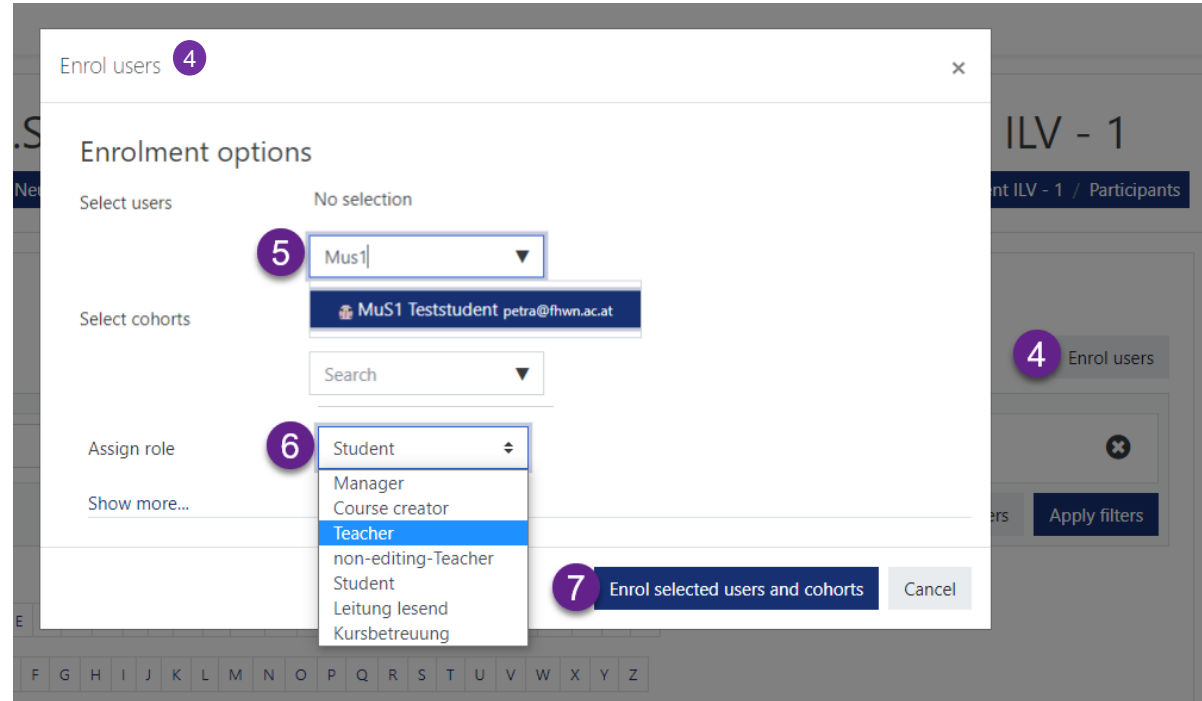
Users

- ³ Enrolled users
- Groups
- Synchronize groups
- Other users
- Bulk enrolments
- Bulk unenrolments

Enrolling lecturers/teachers manually – Step 2

In “Enrol users” ⁴, either use the drop-down menu to select particular users or type in a name to “Select users” ⁵.

Assign the correct role from the menu ⁶ and confirm your choice by selecting “Enrol selected users and cohorts” ⁷.



[Tip: You can select several people in the selection window and thus enrol multiple lecturers at the same time!](#)