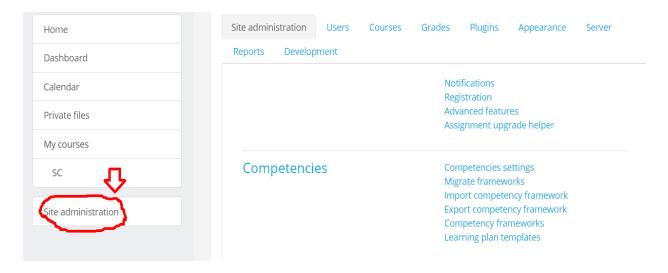
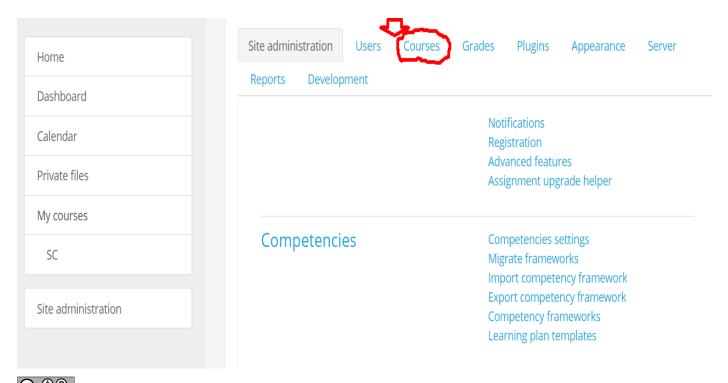
Step 1:

Click On Site Administration



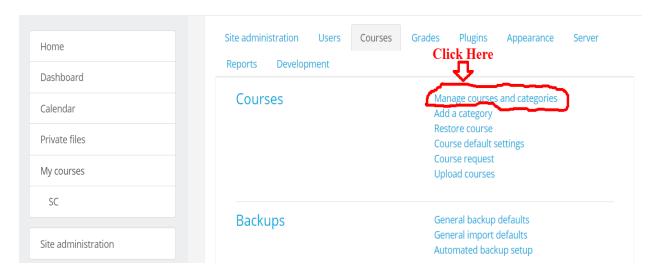
Step 2:

Click on Courses



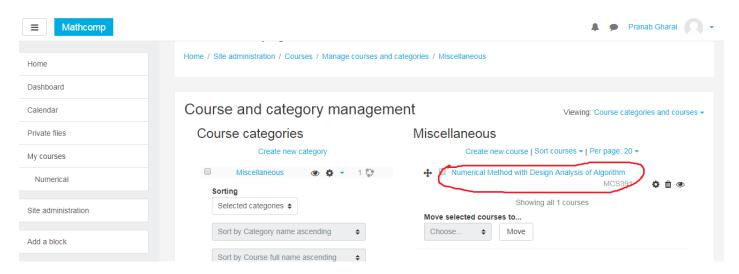
Step 3:

Click on Manage Courses and categories



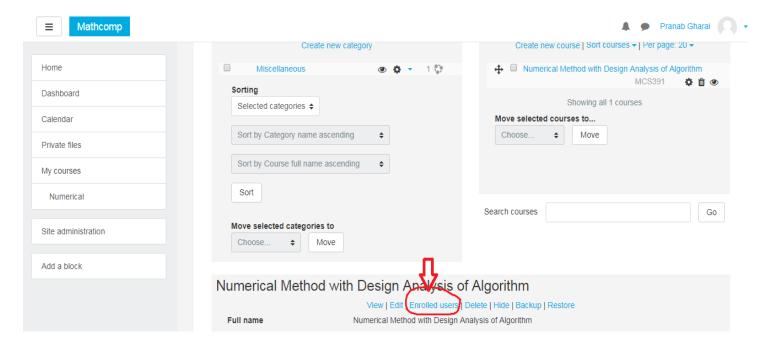
Step 4:

Scroll down You can see course created by you click on course name here it is Soft Computing



Step 5:

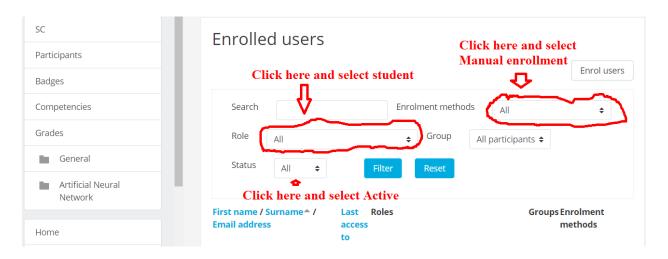
Scroll Down and Click on Enroll users



Step 6:

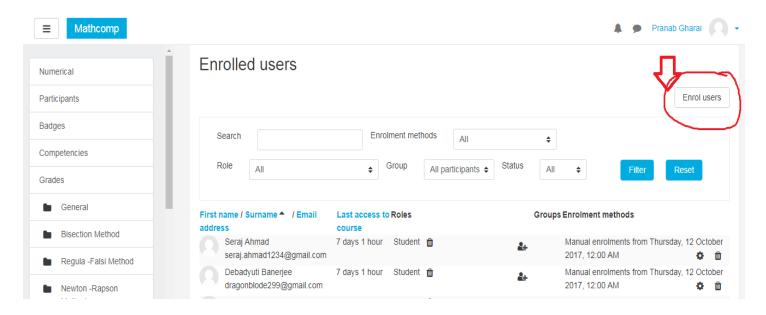
After Clicking on Enrolled users following screen will appear then

- 1. Select Role student
- 2. Select Enrolment methods as Manual Enrollment
- 3. Select Status as Active



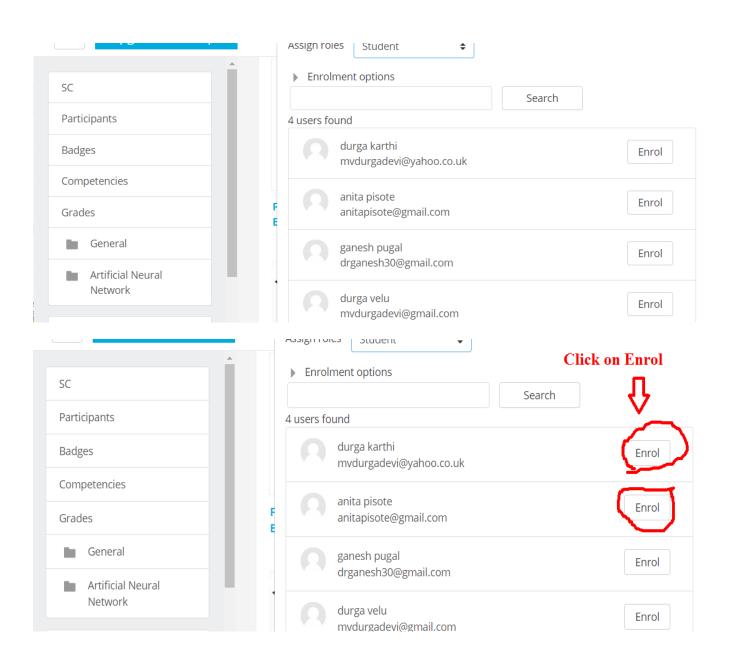
Step 7:

Then Click on Enrol users



Step 8:

Then in next screen you can see the list of user you uploaded as follows ,then just click on Enrol to enroll the user which you want.

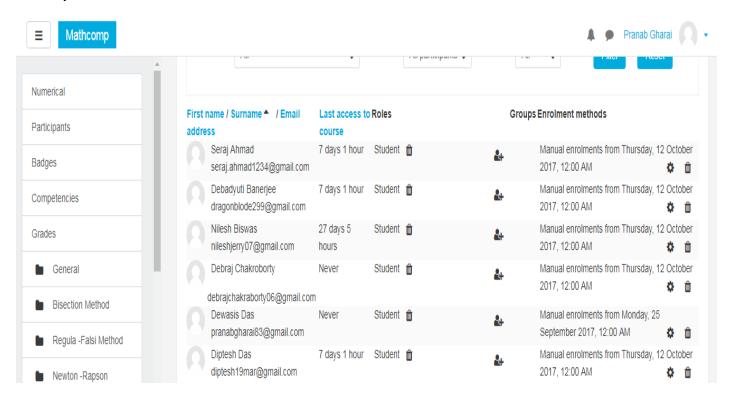


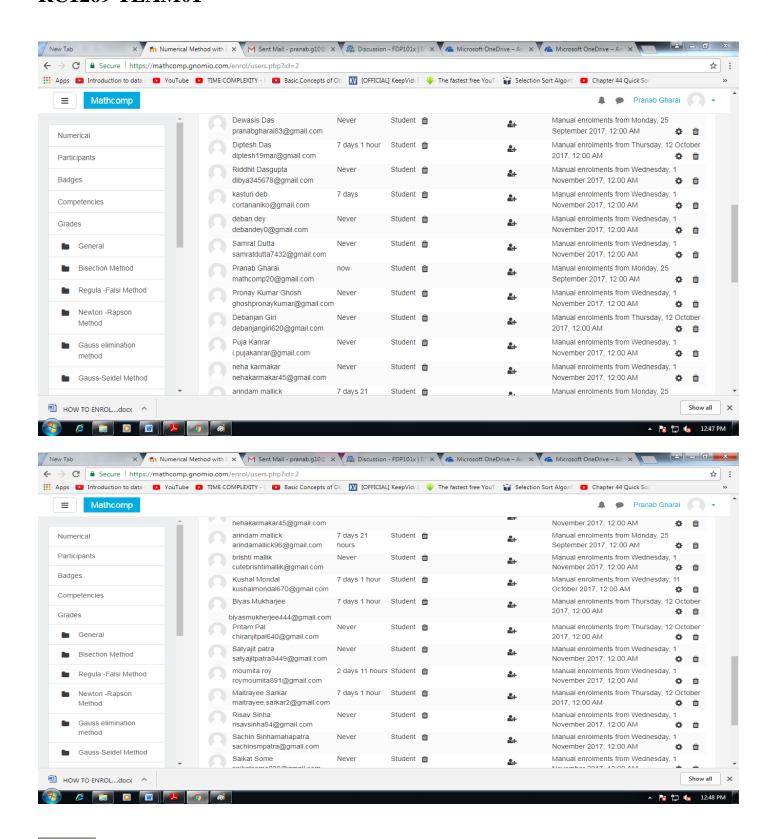
Step 9:

Then click on Finish enrolling users



Now you can see the enrolled users list







- 1. In next step enrolled user can login to ginomio site
- 2. After login in first screen enrolled user need to change password then only enrolled user can access course content.