

# Guidance for “teachers”

## New user, roles and permissions in Moodle

5<sup>th</sup>. International Capacity Development Workshop: Nutrient reduction and recovery 13.–15.6.2018 Kalmar, Sweden.  
Parallel Neighbourhoods session: “Using IWAMA Training Materials Package as a CD tool”, chaired by Lahti University of Applied Sciences, Finland

# How to add new user

## Step 1

The screenshot shows the IWMMS Site administration interface. On the left is a sidebar with links: Home, Dashboard, Calendar, Private files, Site administration, and Add a block. The main content area is titled "Site administration" and includes a search bar and a navigation menu with links: Site administration, Users, Courses, Grades, Plugins, Appearance, and Server. Below the navigation menu are links for Reports and Development. The "Users" link is highlighted with a blue arrow and the text "...second 'Users'...". The "Site administration" link in the sidebar is also highlighted with a blue arrow and the text "First click 'Site administration'...". Below the navigation menu, the "Accounts" section is visible, containing a list of links: Browse list of users, Bulk user actions, Add a new user, User default preferences, User profile fields, Cohorts, Upload users, and Upload user pictures. The "Add a new user" link is highlighted with a blue arrow and the text "...and third 'Add a new user'...".

Home

Dashboard

Calendar

Private files

Site administration

Add a block

Site administration

Search

Users

Courses

Grades

Plugins

Appearance

Server

Reports

Development

Accounts

- Browse list of users
- Bulk user actions
- Add a new user
- User default preferences
- User profile fields
- Cohorts
- Upload users
- Upload user pictures

...second "Users"...

First click "Site administration"...

...and third "Add a new user"...

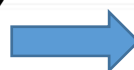
# How to add new user

## Step 2

Fill the information needed...



...and then click "Create user"  
at the end of the page.



### Training Material 4 WWTP

[Home](#) / [Site administration](#) / [Users](#) / [Accounts](#) / [Add a new user](#)

#### General

Username



Choose an authentication method



Manual accounts



☐ Suspended account



☐ Generate password and notify user

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 non-alphanumeric character(s) such as \*, -, or #

New password



[Click to enter text](#)

#### Optional

Create user

There are required fields in this form marked .

# How to give permissions to user

## Step 1

The screenshot shows the Moodle Site administration interface. On the left is a sidebar menu with options: Home, Dashboard, Calendar, Private files, Site administration, and Add a block. The main content area is titled 'Site administration' and includes a search bar and a navigation menu with links: Site administration, Users, Courses, Grades, Plugins, Appearance, and Server. Below this, there are links for Reports and Development. The 'Users' link is highlighted with a blue arrow and the text '...second "Users"...'. The 'Site administration' link in the sidebar is also highlighted with a blue arrow and the text 'First click "Site administration"...'. Below the navigation menu, the 'Users' section is expanded, showing a list of links: Accounts, Browse list of users, Bulk user actions, Add a new user, User default preferences, User profile fields, Cohorts, Upload users, and Upload user pictures. The 'Browse list of users' link is highlighted with a blue arrow and the text '...and third "Browse list of users" and pick the user you give permissions.'

...second "Users"...

First click "Site administration"...

...and third "Browse list of users" and pick the user you give permissions.

# How to give permissions to user

## Step 2

Home / Users / english user / View profile

Reset page to default Stop customising this page

**User details** Edit profile

**Country**  
United Kingdom

**Course details**

**Course profiles**

Treatment processes; Advanced technologies

Maintenance of operations; Operational- and structural changes

**Reports**

Today's logs

All logs

Outline report

Complete report

Grades overview

Grade

**Administration**

Preferences ← First choose "Preferences"...

Log in as

## Step 3

Home / Users / english user / Preferences

**Preferences**

**User account**

Edit profile

Preferred language

Forum preferences

Editor preferences

**Roles**

This user's role assignments

Permissions ← ..and the "Permissions"

Check permissions

# How to give permissions to user

## Step 4

The screenshot shows the Moodle user interface. On the left is a sidebar with links: Home, Dashboard, Calendar, Private files, Site administration, and Add a block. The main header shows the user profile for 'english user' with options to Message or Add to your contacts. Below the header is a breadcrumb trail: Home / Users / english user / Preferences / Roles / Permissions. The main content area is titled 'Permissions in User: english user'. It features an 'Advanced role override' dropdown menu currently set to 'Choose...'. A blue arrow points from the text 'Now you can give permissions to the user' to this dropdown. Below the dropdown is a 'Filter' input field. The permissions are organized into sections: 'Capability' (with a link for OAuth 2), 'Users' (with links for earned badges and public badges), and a table of permissions. The table has two columns: 'With permission' and 'Prohibited'. The 'With permission' column lists 'Authenticated user' with a plus icon and a trash icon. The 'Prohibited' column shows a plus icon.

Home / Users / english user / Preferences / Roles / Permissions

### Permissions in User: english user

Advanced role override: Choose...

Filter:

**Capability**

**OAuth 2**

[Manage own linked login](#)

[auth/oauth2:manageownlinkedlogin](#)

**Users**

[View and manage own earned badges](#)

[moodle/badges:manageownbadges](#)

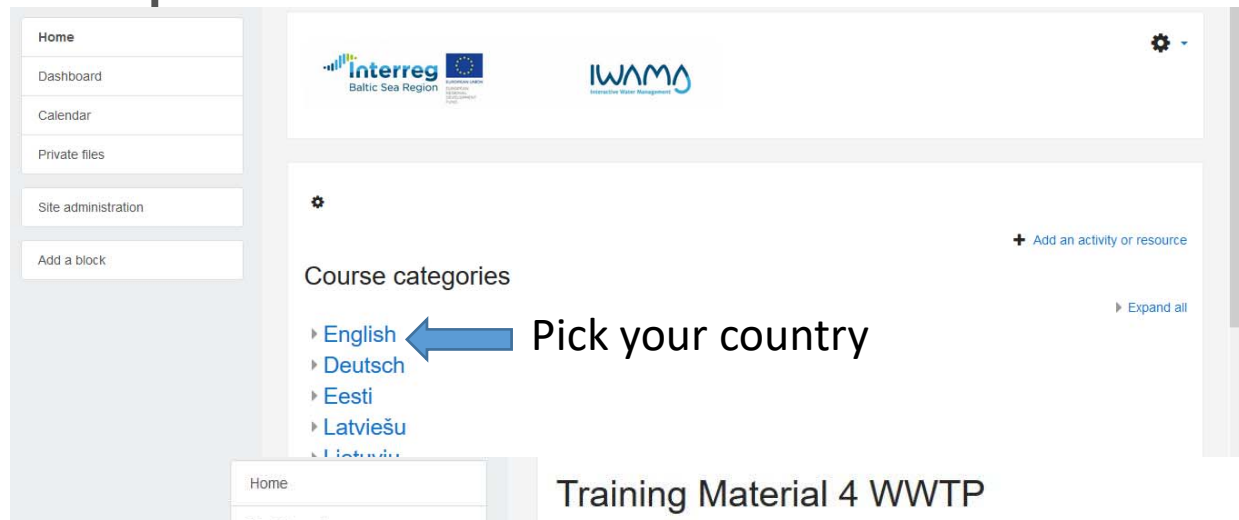
[View public badges in other users' profiles](#)

With permission	Prohibited
Authenticated user +	+
Authenticated user +	+
Authenticated user +	+

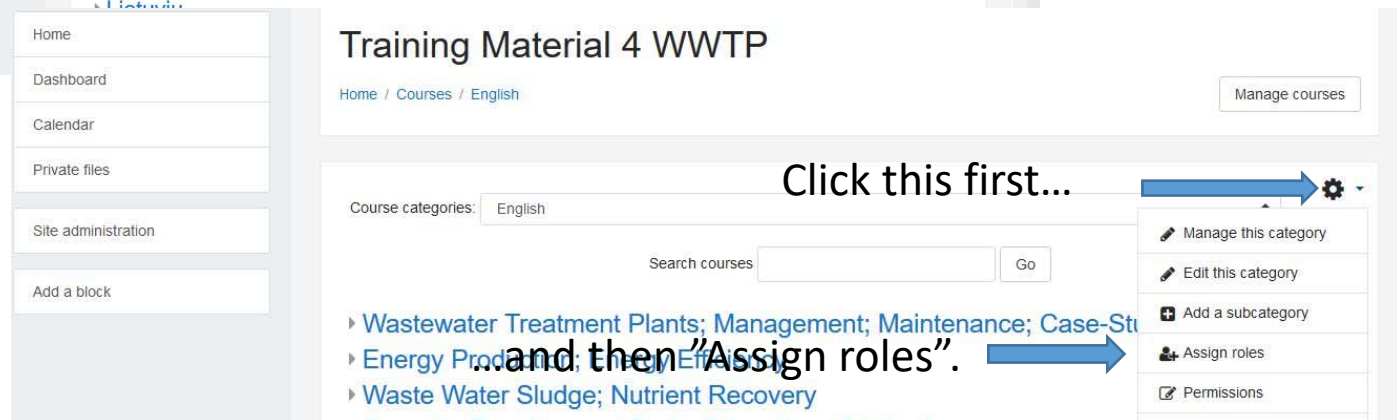
Now you can give permissions to the user

# How to add roles to users

## Step 1



## Step 2



# How to add roles to users

## Step 3

Assign roles in Category: English ?  
Please choose a role to assign

Role	Description	Users with role
Manager		1 English ContentCreator
Course creator		0

Choose role →

## Step 4

Training Material 4 WWTP  
[Home](#) / [Category: English](#) / [Assign roles](#)

Assign role 'Manager' in Category: English ?

**Existing users**

*Users in this Category (1)*  
English ContentCreator

**Potential users**

*Potential users (12)*  
Codaone Admin  
Codaone Admin  
Codaone Admin  
Codaone Admin  
Codaone Admin  
Codaone Admin  
Codaone Admin  
Codaone Admin  
Codaone Admin  
Codaone Admin  
Codaone Admin  
Codaone Admin  
Suomi Sisällöntuottaja  
english user

... and "Add" him/her. → Add

Pick the user... → english user



[https://docs.moodle.org/24/en/Moodle\\_manuals](https://docs.moodle.org/24/en/Moodle_manuals)



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