



learning
nexus

Cohorts and Course Enrolments

What are Cohorts?

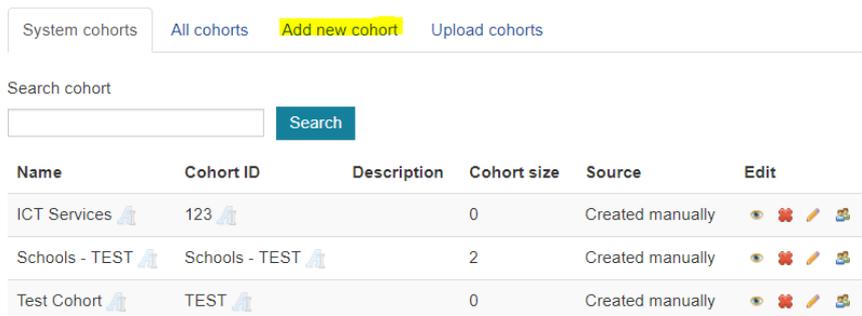
Cohorts are site-wide or course category-wide groups. The purpose of a cohort is to enable all members of the cohort to be easily enrolled in a course. This can be done using Cohort sync, which, as the name suggests, synchronises cohort membership with course enrolment. Alternatively, a cohort can be manually enrolled in a course.

Managing Cohorts

Creating a cohort

Cohorts can be created by site administrators and other users with appropriate permissions by:

1. Go to *Administration > Site administration > Users > Accounts > Cohorts*
2. Click the button labelled “Add new cohort”



The screenshot shows the 'Cohorts' management page. At the top, there are tabs for 'System cohorts', 'All cohorts', 'Add new cohort' (highlighted in yellow), and 'Upload cohorts'. Below the tabs is a search bar with the text 'Search cohort' and a 'Search' button. The main content is a table with the following data:

Name	Cohort ID	Description	Cohort size	Source	Edit
ICT Services	123		0	Created manually	
Schools - TEST	Schools - TEST		2	Created manually	
Test Cohort	TEST		0	Created manually	

3. Set the name to a relevant name for the group of users, set context to system, and cohort ID to a relevant id for the group of users (this will be used on the imports under the “Cohort1” header) and set the cohort to visible. Then click “Save Changes”.



The screenshot shows the form for creating a new cohort. The fields are:

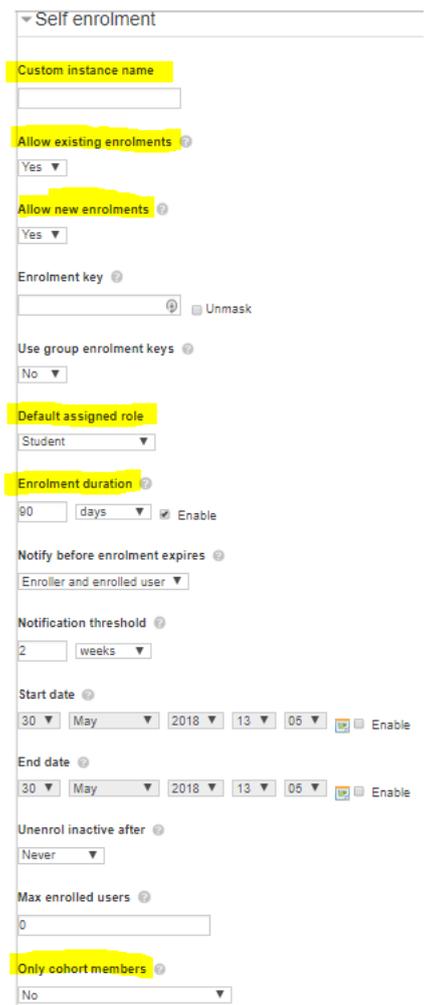
- Name***: test
- Context**: System (dropdown menu)
- Cohort ID**: testCohort
- Visible**: (with a help icon)

4. To manually add users to a cohort, click the symbol .
5. You can then type usernames into the search box on the right, select the user and click the add button to add them to the cohort.

Enrolments Via Cohort

Cohort Self Enrolment

1. Search for the course you want to add the rule to in the “Available Courses” tab.
2. Once on the course page go to
administration > Course administration > Users > Enrolment methods
3. On the page select “self enrolment” from the “Add method” dropdown box.
4. Once the self enrolment options page has loaded enter the following settings
 - a. Set the custom instance name to “the name of the cohort – self enrolment” or whatever name you want to identify cohort enrolments
 - b. Set allow existing enrolments and allow new enrolments to “Yes”
 - c. Set the default assigned role to “Student”
 - d. Set the Enrolment duration to the period of time you want the user to be enrolled for
 - e. Set the “Only Cohort Members” option to the new cohort



The screenshot shows the 'Self enrolment' configuration page in Moodle. Several fields are highlighted in yellow to indicate the settings to be applied:

- Custom instance name:** An empty text input field.
- Allow existing enrolments:** A dropdown menu set to 'Yes'.
- Allow new enrolments:** A dropdown menu set to 'Yes'.
- Enrolment key:** An empty text input field with an 'Unmask' checkbox.
- Use group enrolment keys:** A dropdown menu set to 'No'.
- Default assigned role:** A dropdown menu set to 'Student'.
- Enrolment duration:** A field set to '90' days with an 'Enable' checkbox checked.
- Notify before enrolment expires:** A dropdown menu set to 'Enroller and enrolled user'.
- Notification threshold:** A field set to '2' weeks.
- Start date:** A date selector set to '30' of 'May' in '2018' at '13:05', with an 'Enable' checkbox checked.
- End date:** A date selector set to '30' of 'May' in '2018' at '13:05', with an 'Enable' checkbox checked.
- Unenrol inactive after:** A dropdown menu set to 'Never'.
- Max enrolled users:** A text input field set to '0'.
- Only cohort members:** A dropdown menu set to 'No'.

Cohort Sync

1. Search for the course you want to add the rule to in the “Available Courses” tab.
2. Once on the course page go to
administration > Course administration > Users > Enrolment methods
3. On the page select “cohort sync” from the “Add method” dropdown box.
5. Once the self enrolment options page has loaded enter the following settings
 - a. Set the custom instance name to “the name of the cohort – cohort sync” or whatever name you want to identify cohort enrolments
 - b. Set active to “Yes”
 - c. Pick the assigned cohort from the “cohort” dropdown
 - d. Set the default assigned role to “Student”