

# 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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**Video Production by: Spoken Tutorial Team**

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# Learning Objectives

**In this tutorial, we will learn how to**



# Learning Objectives

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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- Learners should have some courses created on their Moodle website
- 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](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](mailto: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>

