
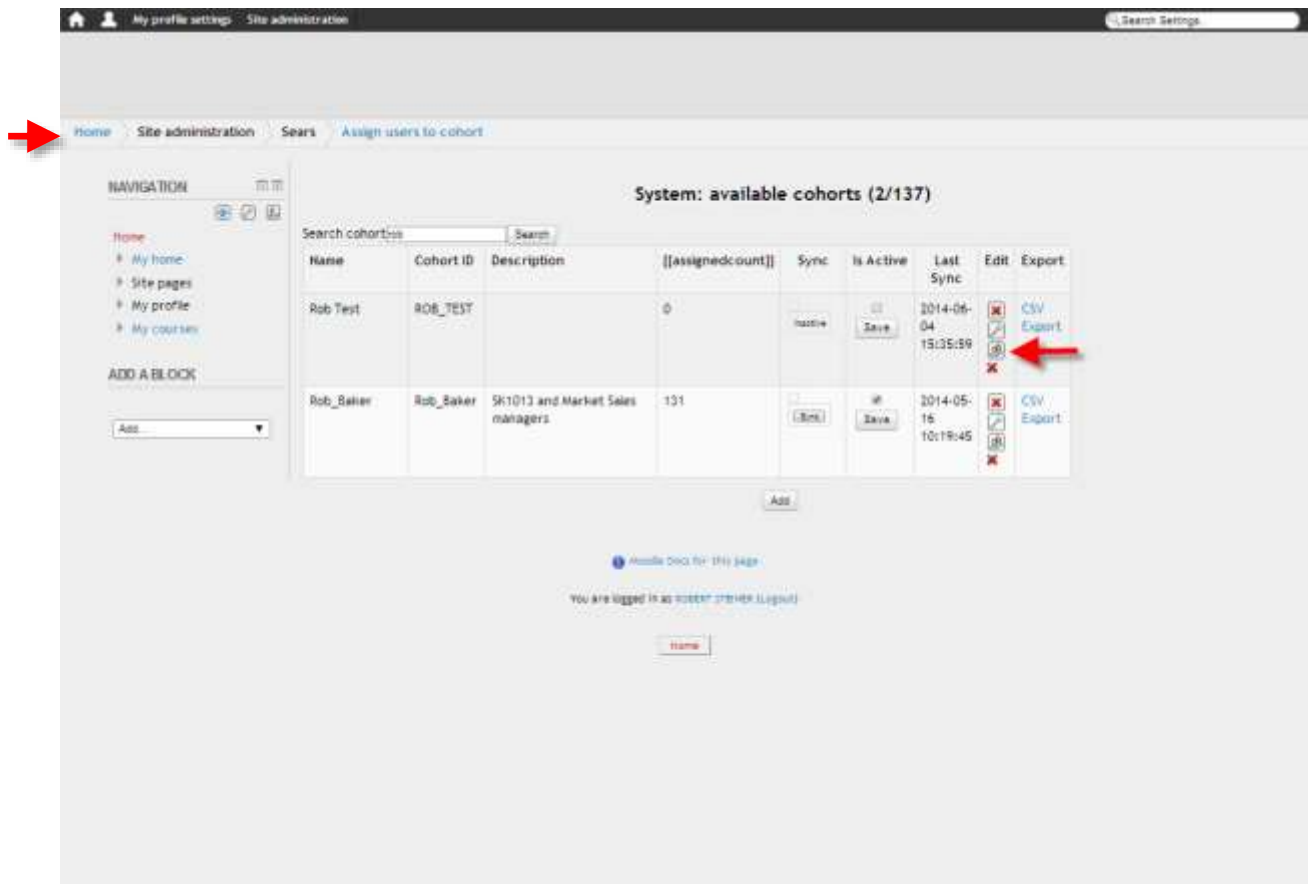


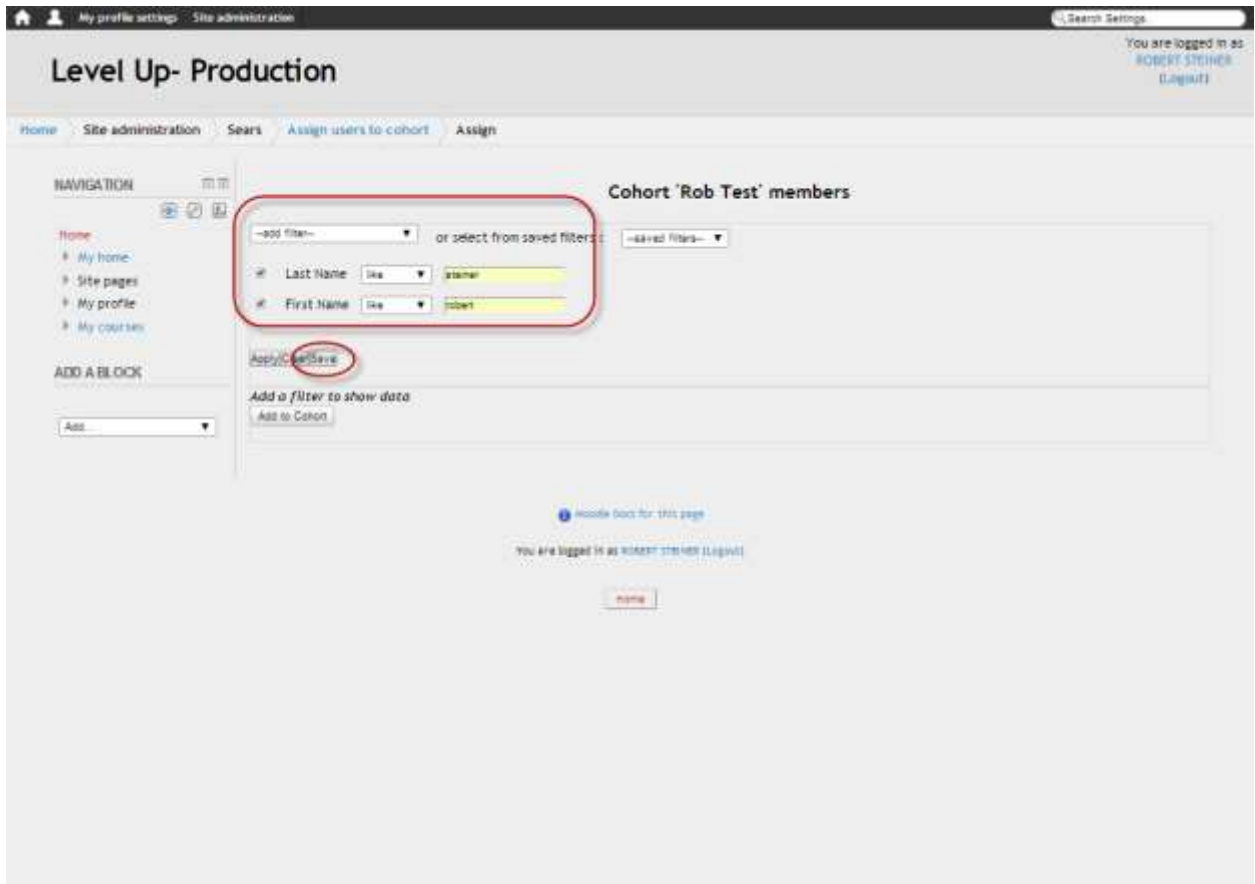
Assign Users to Cohorts in Moodle LMS

Use this job aid to assign individual users to a cohort if they were **not** automatically assigned. Users are typically assigned to cohorts via their Job Codes, but due to ongoing system issues with automatic user mapping, not all users are getting assigned this way.

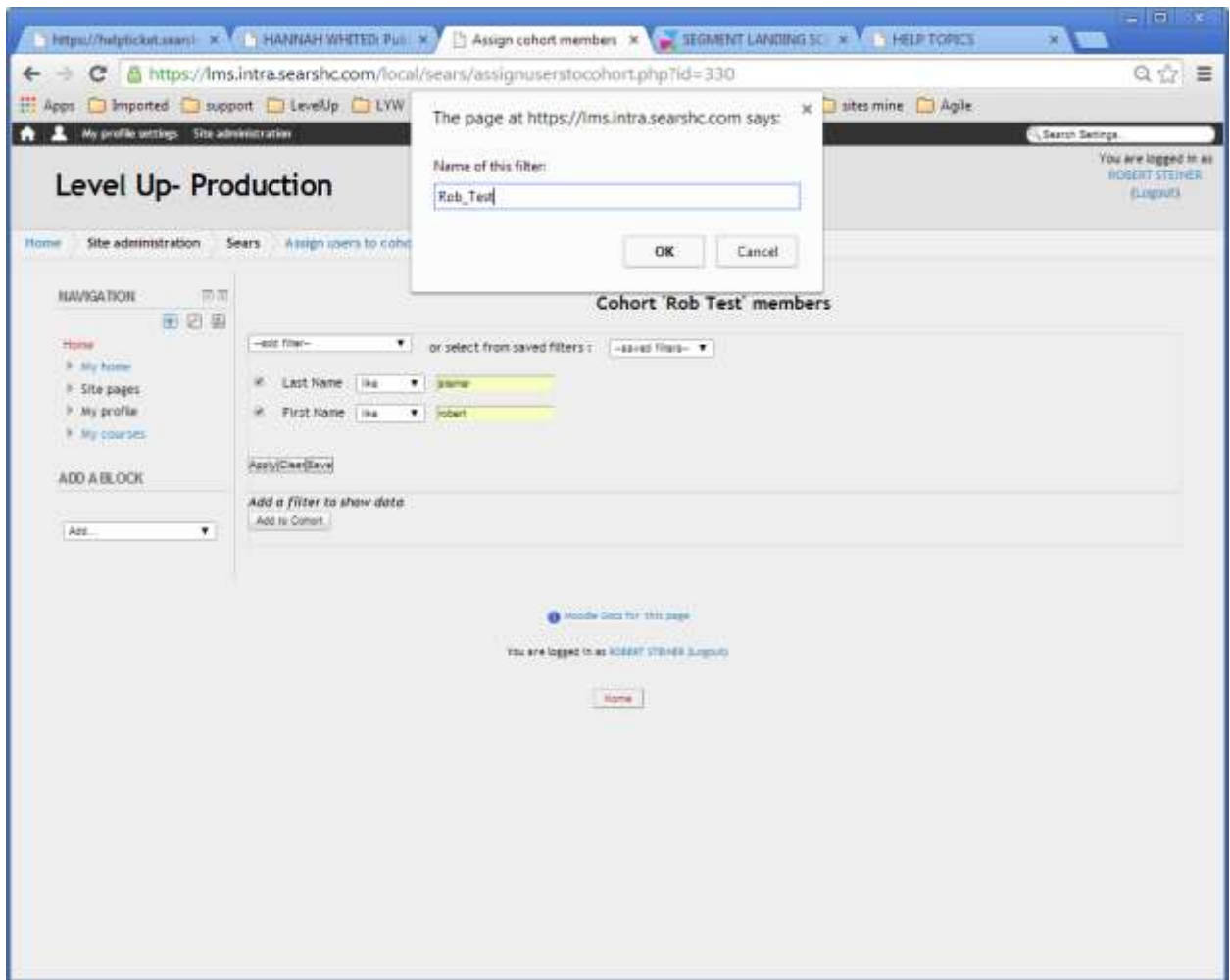
1. Open Moodle and go to Site Administration > Users > Assign Users To Cohort.
2. Navigate to the cohort to which you want to add users. In this example, we'll add users to "Rob Test".
3. Click the **Assign Member** button  in the Edit column.



4. Enter cohort criteria by clicking the **add filter** drop-down. In this job aid, I'm using my name, but normal mapping practice is to select "Job Codes" in **add filter**. Click **Save**.



5. Name the filter when the Save Filter pop-up displays, and then click **OK**:



6. Click **Apply** to ensure the filter works. In this case, the search results section displayed only my name, which means the filter worked.

The screenshot shows the Moodle LMS interface for assigning users to cohorts. The page title is "Level Up- Production". The user is logged in as ROBERT STEINER. The page shows the "Assign users to cohorts" page for the cohort "Rob Test". The "Apply" button is circled in red. The table below shows the search results for the cohort.

S.No	Employee ID	Name	Job Code	Job Title	Location	Location Description	Department description
1	61004034016	ROBERT STEINER	910602		58491	Sears Holdings Management Corp	Learning Strategy/Leadership Dev

7. Return to the Assign Users to Cohorts page (see Step 1) and navigate back to the cohort you just updated.

- Click the checkbox above the **Save** button in the Is Active column, and then click the **Save** button.

The screenshot shows the Moodle LMS interface for managing cohorts. The page title is "System: available cohorts (2/137)". A table lists two cohorts: "Rob_Test" and "Rob_Baker". The "Rob_Test" cohort is currently inactive, and its "Save" button is circled in red. The "Rob_Baker" cohort is active. The table has columns for Name, Cohort ID, Description, assigned count, Sync, Is Active, Last Sync, Edit, and Export.

Name	Cohort ID	Description	[[assignedcount]]	Sync	Is Active	Last Sync	Edit	Export
Rob_Test	ROB_TEST		0	inactive	<input type="checkbox"/> Save	2014-06-04 15:35:39	<input type="checkbox"/> Edit	<input type="checkbox"/> CSV Export
Rob_Baker	Rob_Baker	SR1013 and Market Sales managers	131	<input type="checkbox"/> Sync	<input checked="" type="checkbox"/> Save	2014-05-16 10:19:45	<input type="checkbox"/> Edit	<input type="checkbox"/> CSV Export

9. Check the Sync column for the cohort you updated. You should now see the **Sync** button next to **Save**. Click **Sync** to map this cohort to any courses that were enrolled in it.

The screenshot shows the Moodle LMS interface for 'Assign users to cohort'. The page title is 'System: available cohorts (2/137)'. A search bar shows '2 result(s) found'. The table below lists two cohorts:

Name	Cohort ID	Description	[[assignedcount]]	Sync	Is Active	Last Sync	Edit	Export
Rob Test	ROB_TEST		0	Sync	☑	2014-06-04 15:35:59	✖	CSV Export
Rob_Baker	Rob_Baker	SK1013 and Market Sales managers	131	Sync	☑	2014-05-16 10:19:45	✖	CSV Export

The 'Sync' button for the 'Rob Test' cohort is circled in red. Below the table is an 'Add' button. At the bottom, it says 'You are logged in as ROBTEST@EXAMPLE (Logout)' and a 'Home' button.