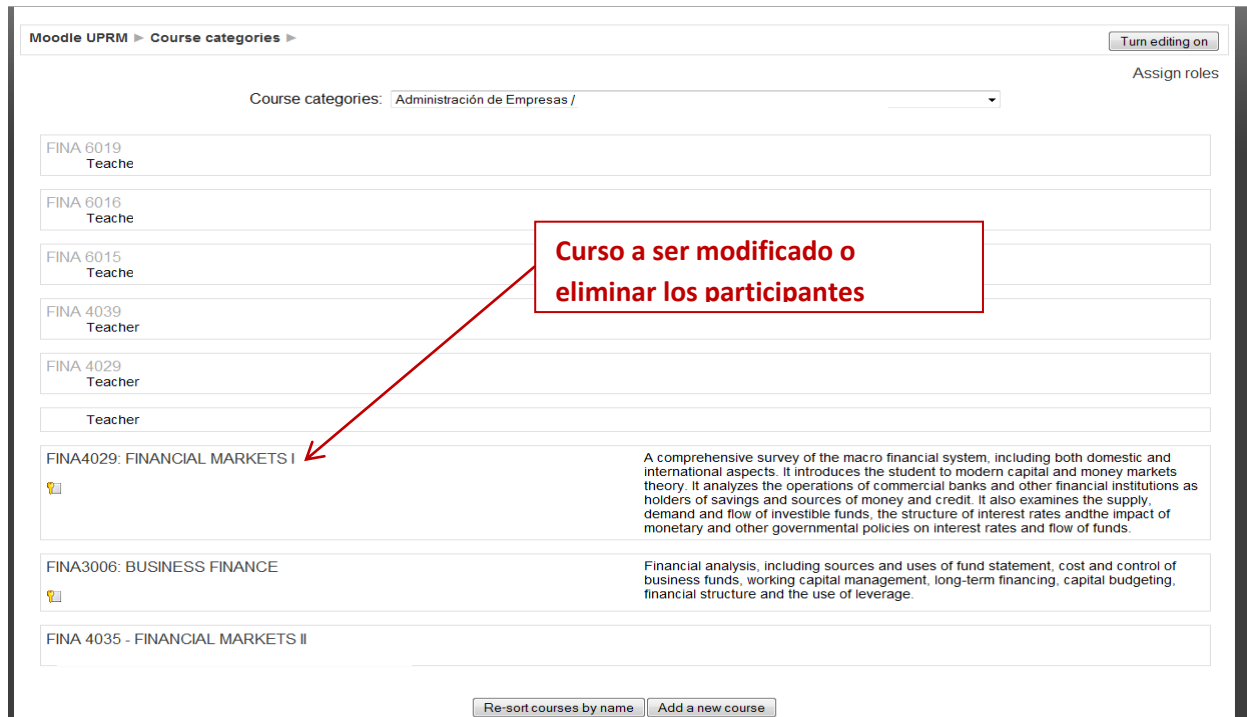


Instrucciones para eliminar participantes (estudiantes) de los cursos

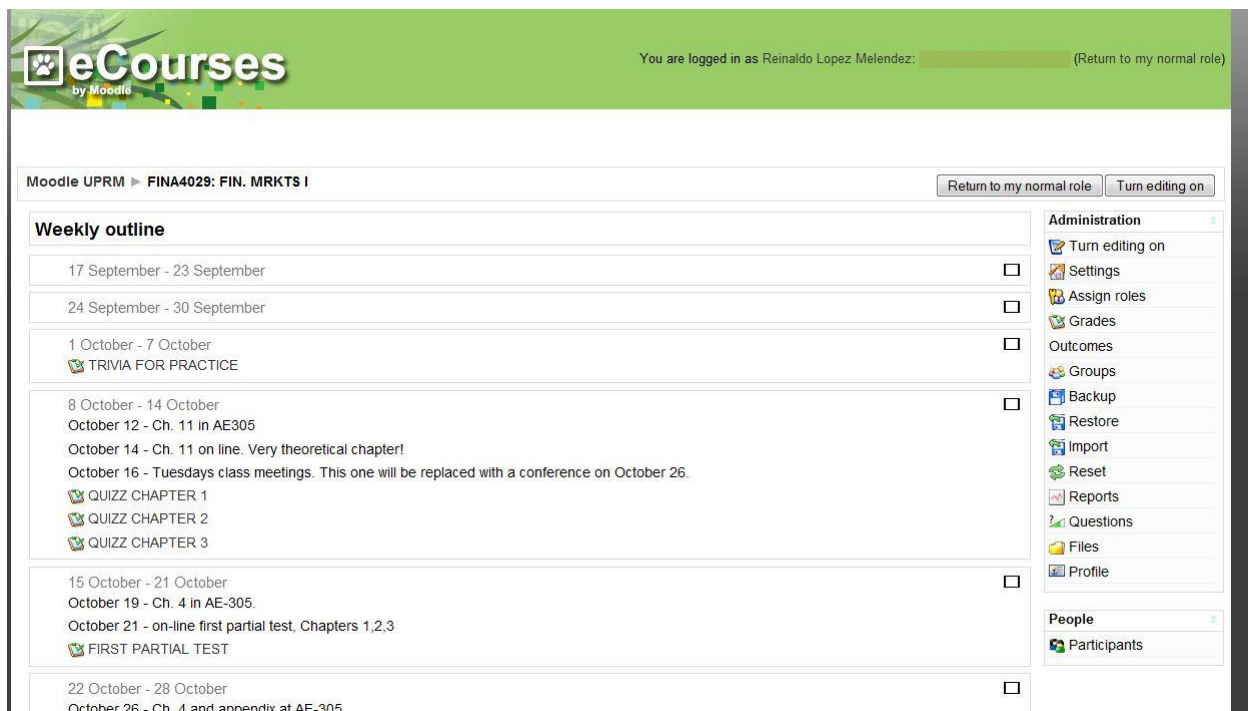
El profesor deberá ir a la pantalla donde aparecen todos los cursos. Una vez allí deberá escoger el curso que va a modificar o eliminar los participantes.



The screenshot shows the Moodle course categories page. At the top, there is a breadcrumb trail: Moodle UPRM > Course categories >. A 'Turn editing on' button is in the top right corner. Below the breadcrumb, there is a 'Course categories:' dropdown menu set to 'Administración de Empresas /'. A list of courses is displayed, each with a course ID and a role. A red box highlights the course 'FINA4029: FINANCIAL MARKETS I' with the text 'Curso a ser modificado o eliminar los participantes'. A red arrow points from this box to the course entry. At the bottom, there are buttons for 'Re-sort courses by name' and 'Add a new course'.

Course ID	Role
FINA 6019	Teache
FINA 6016	Teache
FINA 6015	Teache
FINA 4039	Teacher
FINA 4029	Teacher
FINA4029: FINANCIAL MARKETS I	Teacher
FINA3006: BUSINESS FINANCE	Teacher
FINA 4035 - FINANCIAL MARKETS II	Teacher

Una vez que se escoge el curso le aparecerá la siguiente pantalla. Donde aparecerá todo lo relacionado al curso (quizes, documentos, exámenes, notas, ect.)



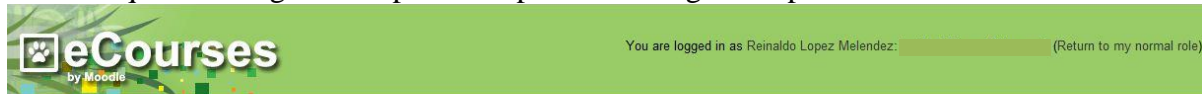
The screenshot shows the Moodle course page for 'FINA4029: FIN. MRKTS I'. The page has a green header with the 'eCourses by Moodle' logo and a user login bar: 'You are logged in as Reinaldo Lopez Melendez: (Return to my normal role)'. The breadcrumb trail is 'Moodle UPRM > FINA4029: FIN. MRKTS I'. There are 'Return to my normal role' and 'Turn editing on' buttons. The main content area is titled 'Weekly outline' and contains a list of dates and activities. On the right side, there is an 'Administration' sidebar with various options like 'Turn editing on', 'Settings', 'Assign roles', 'Grades', 'Outcomes', 'Groups', 'Backup', 'Restore', 'Import', 'Reset', 'Reports', 'Questions', 'Files', and 'Profile'. Below the 'Administration' sidebar is a 'People' sidebar with a 'Participants' link.

Weekly outline	Administration
17 September - 23 September	Turn editing on
24 September - 30 September	Settings
1 October - 7 October TRIVIA FOR PRACTICE	Assign roles
8 October - 14 October October 12 - Ch. 11 in AE305 October 14 - Ch. 11 on line. Very theoretical chapter! October 16 - Tuesdays class meetings. This one will be replaced with a conference on October 26. QUIZZ CHAPTER 1 QUIZZ CHAPTER 2 QUIZZ CHAPTER 3	Grades
15 October - 21 October October 19 - Ch. 4 in AE-305. October 21 - on-line first partial test, Chapters 1,2,3 FIRST PARTIAL TEST	Outcomes
22 October - 28 October October 26 - Ch. 4 and appendix at AE-305	Groups

En la pantalla anterior vera que tiene a mano derecha varios indicadores. En estos indicadores aparece la opción de Assign Role:

The screenshot shows the Moodle Administration menu. At the top, there are two buttons: "Return to my normal role" and "Turn editing on". Below these are two sections: "Administration" and "People". The "Administration" section contains the following items: Turn editing on, Settings, Assign roles (highlighted with a red arrow), Grades, Outcomes, Groups, Backup, Restore, Import, Reset, Reports, Questions, Files, and Profile. The "People" section contains "Participants". A callout box with a red arrow pointing to "Assign roles" contains the text: "Para añadir como para eliminar participantes".

Una vez que ha escogió esta opción le aparecerá la siguiente pantalla:



Moodle UPRM ► FINA4029: FIN. MRKTS I ► Roles

Locally assigned roles Override permissions

Assign roles in Course: FINA4029: FIN. MRKTS I

Roles	Description	Users
Administrator	Administrators can usually do anything on the site, in all courses.	0
(Course creator)	Course creators can create new courses and teach in them.	0
(Teacher)	Teachers can do anything within a course, including changing the activities and grading students.	1
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0
Student	Students generally have fewer privileges within a course.	0
Guest	Guests have minimal privileges and usually can not enter text anywhere.	0
Open Learner	Open Learners have more privileges than a guest but less than a student. Custom role for OpenShare modification.	0
Teaching Assistant	A teacher assistant will have access to grades, and creation of activities in Moodle.	0

[Click here to enter your course](#)

En esta pantalla si va añadir o eliminar deberá escoger el role que se le asignara a los usuarios. Estos Roles son: Adminsitration, Course creator, Teacher, Non-editing Teacher, Student, Guest, Open Learner, Teaching Assistant.

En el caso que vaya a añadir o eliminar estudiantes escoge esa opción y lo llevara a la siguiente pantalla donde:

The screenshot shows the Moodle interface for assigning roles in a course. The course is 'FINA4029: FIN. MRKTS I'. The role assigned is 'Student'. The interface shows 0 existing users and 18190 potential users. A search box is visible on the right side of the potential users list. Red arrows point from the search box to a text box on the right, and from the 'Add' and 'Remove' buttons to a text box at the bottom center.

De haber usuarios le aparecerá la lista de todos ellos en este lado de la pantalla.

Puede hacer una búsqueda por el username y le aparecerá en este lado de la pantalla todos los emails asociados al username que usted utilizo para la búsqueda.

Dependiendo lo que desee; eliminar o añadir estos son los botones que debe escoger. Sobrearea el usuario que desea y luego presiona el botón o la acción que desea.

En el caso de eliminar todos los usuarios ya registrados deberá sombrear el primero y luego ira al final de la lista y con el botón de shift presionado y el botón izquierdo del mouse deberá presionar el último. Así quedaran todos sombreados, luego procederá oprimir la tecla de remove.