

# Matriculación de grupos na aula virtual

Accedemos ó noso curso (Inicio do sitio/categoría/curso)

1. Na zona de administración do curso (parte superior esquerda), prememos en **Participantes**



The screenshot shows the course administration interface. On the left, there is a sidebar menu with the following items: FAM, Participantes, Insignias, Competencias, Cualificacións, Panel de control, Inicio do sitio, Calendario, Ficheiros privados, and Os meus cursos. A red arrow labeled '1' points to the 'Participantes' item. The main content area is titled 'Familias' and includes a breadcrumb trail: 'Panel de control / Os meus cursos / FAM'. Below this, there is a 'Foro de novas' section and an 'Información' section with a button labeled 'Agachar para os alumnos'.

2. Prememos na roda dentada e en **Usuarios matriculados**

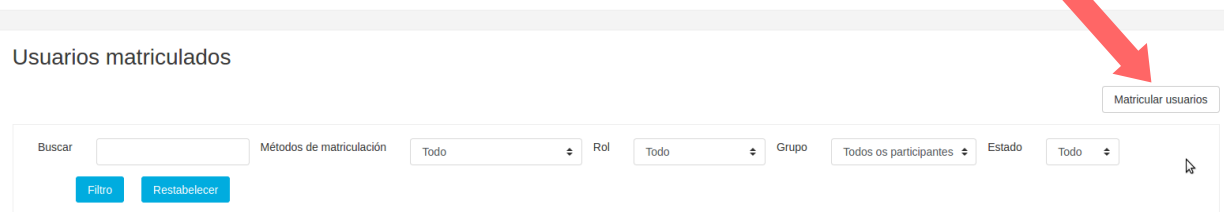


The screenshot shows the 'Participantes' page. The breadcrumb trail is 'Panel de control / Os meus cursos / FAM / Participantes'. The page displays filters for 'Os meus cursos' (FAM), 'Inactivo durante máis de' (Selecionar período), and 'Lista do' (Usuarios matriculados). Below the filters, it says 'Todos os participantes: 19'. There is a table with columns for 'Seleccionar', 'Imaxe do usuario', 'Nome / Apelido', 'Enderezo de correo', 'Departamento', 'Cidade/Vila', and 'País'. A red arrow labeled '2' points to the settings gear icon in the top right corner of the page, which has opened a dropdown menu with the following options: 'Usuarios matriculados', 'Métodos de matriculación', 'Matriculacións manuais', 'Grupos', 'Permisos', 'Comprobar permisos', and 'Outros usuarios'.

3. Entramos en **Matricular usuarios**

Familias: 19 usuarios matriculados

Panel de control / Os meus cursos / FAM / Usuarios / Usuarios matriculados



The screenshot shows the 'Usuarios matriculados' page. The breadcrumb trail is 'Panel de control / Os meus cursos / FAM / Usuarios / Usuarios matriculados'. The page has a search bar and several filter dropdowns: 'Métodos de matriculación' (set to 'Todo'), 'Rol' (set to 'Todo'), 'Grupo' (set to 'Todos os participantes'), and 'Estado' (set to 'Todo'). There are 'Filtro' and 'Restabelecer' buttons. A red arrow labeled '3' points to the 'Matricular usuarios' button in the top right corner.

4. Seleccionamos  
**Examinar círculos**

The screenshot shows a web interface titled "Matricular usuarios" with a close button (x) in the top right corner. Below the title, there is a section "Asignar roles" with a dropdown menu currently set to "Student". A red arrow labeled "4" points to this dropdown. Below that, there are two radio buttons: "Examinar usuarios" (unselected) and "Examinar círculos" (selected). A red arrow labeled "5" points to the "Examinar círculos" radio button. Underneath, there is a section "Opciones de matriculación" with a search input field and a "Buscar" button. Below this, it says "Atopáronse 9 grupos" and lists nine groups: 1º A, 1º B, 1º C, 2º A, 2º B, 3º A, 3º B, 4º A, and 4º B. To the right of these groups is a vertical list of buttons, each labeled "Matricular [X] usuarios", where X is the number of users for that group. A red arrow labeled "6" points to a blue button at the bottom right labeled "Rematar a matriculación de usuarios".

5. Irá desapareciendo o botón "" a medida que vaiamos seleccionando os grupos.

6. Rematada a selección, dámoslle ó botón **Rematar a matriculación de círculos**.