

## UM E-Learning :Guide on How to Approve Students Subscription/registration

\* This guide is **only for courses** ::

1. not listed in Integrated Student Information System (UMISISWEB), eg courses offered by Faculty of Medicine and Faculty of Dentistry
2. manually created by lecturer – usually courses not listed in UMISISWEB

### Guide for lecturer/course owner to approve students' subscription/registration

Important:: To approve/enable students to access your course, please make sure that the students have subscribed to the course.

\* For students to subscribe the course, refer to UMELearning\_Guide\_on\_How\_to\_Subscribe\_Course

1. Access to your course :: Click **My Portfolio** icon, choose the course title, and click the course's **Manage** button.
2. Click **Users Manager** link
3. Click **Unmoderated Users** tab
4. Click **Add** button to approve/enable each student to access the course
5. To check the course's students list, click **List Users** tab.
6. Check the user/students User status. The ENABLE status means the student is allowed to access the course.

For more information, please email to UM E-Learning Administrator :: [umelearning@um.edu.my](mailto:umelearning@um.edu.my)

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