



CENTRAL LUZON STATE UNIVERSITY
MANAGEMENT INFORMATION SYSTEMS OFFICE

SIBOL - LMS

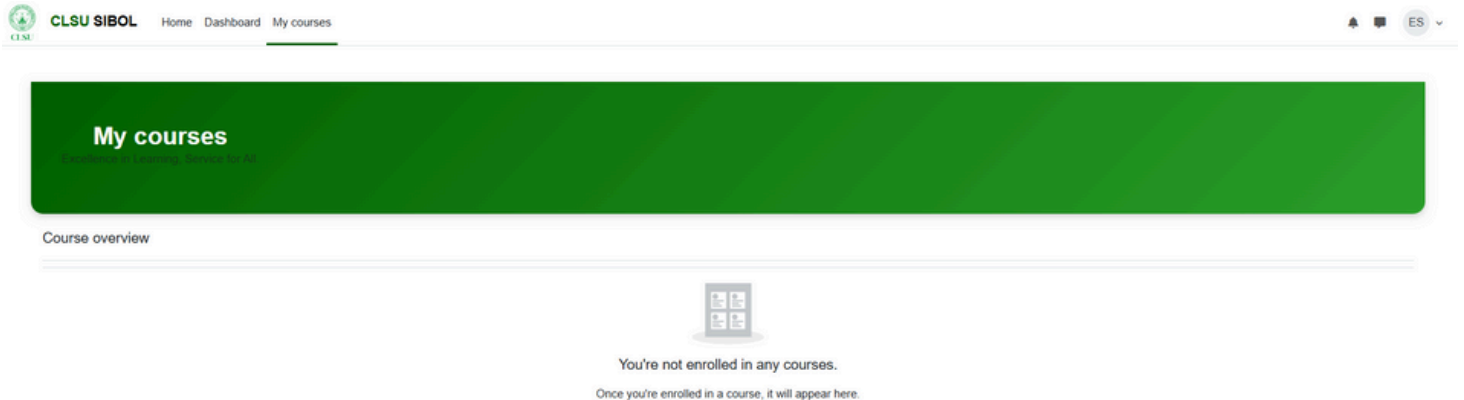
A GUIDE FOR

FACULTY

Manage things up!

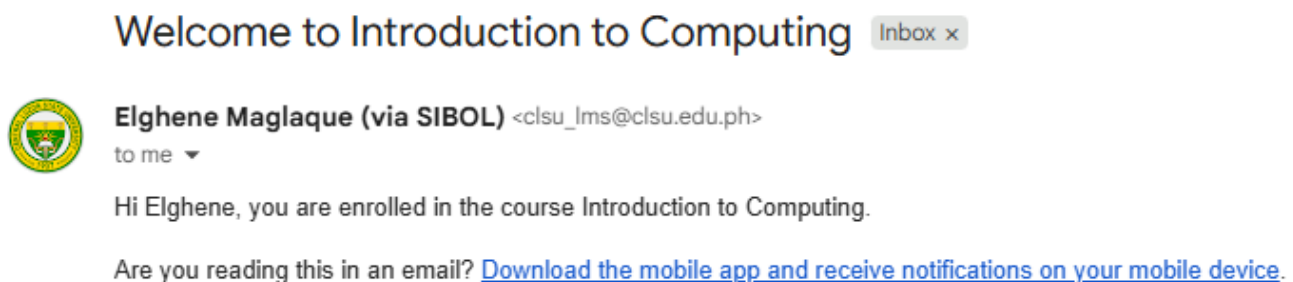
FOR TEACHING/FACULTY USERS

After creating an account, you won't have any available courses by default (as shown in the image below).




To have an item appear in the “My Courses” section, please complete this **Teacher Access Request Form**: <https://forms.gle/cHiXgpUtVQD7J6S29>.

After completing the Form. Wait for the confirmation sent on your email.






Once you receive the email confirmation that you've been enrolled, you can return to the “My Courses” section. You'll see that the course now appears there.

Manage things up!

CLSU SIBOL

[Home](#) [Dashboard](#) [My courses](#)

My courses

Excellence in Learning, Service for All

Course overview


All Sort by course name Card

Communications & Artificial Intelligence
BSIT SECOND YEAR




Discrete Mathematics
BSIT FIRST YEAR

Introduction to Computing
BSIT FIRST YEAR

YOU CAN NOW MANAGE YOUR COURSES
JUST CLICK ON THE COURSE YOU WANT IN ORDER TO MANAGE

CLSU SIBOL

[Home](#) [Dashboard](#) [My courses](#)

   [Edit mode](#)

X

General

Announcements

New section

New section

New section

Communications & Artificial Intelligence

Excellence in Learning, Service for All

Course

Settings

Participants

Grades

Activities

More

General


Announcements

New section

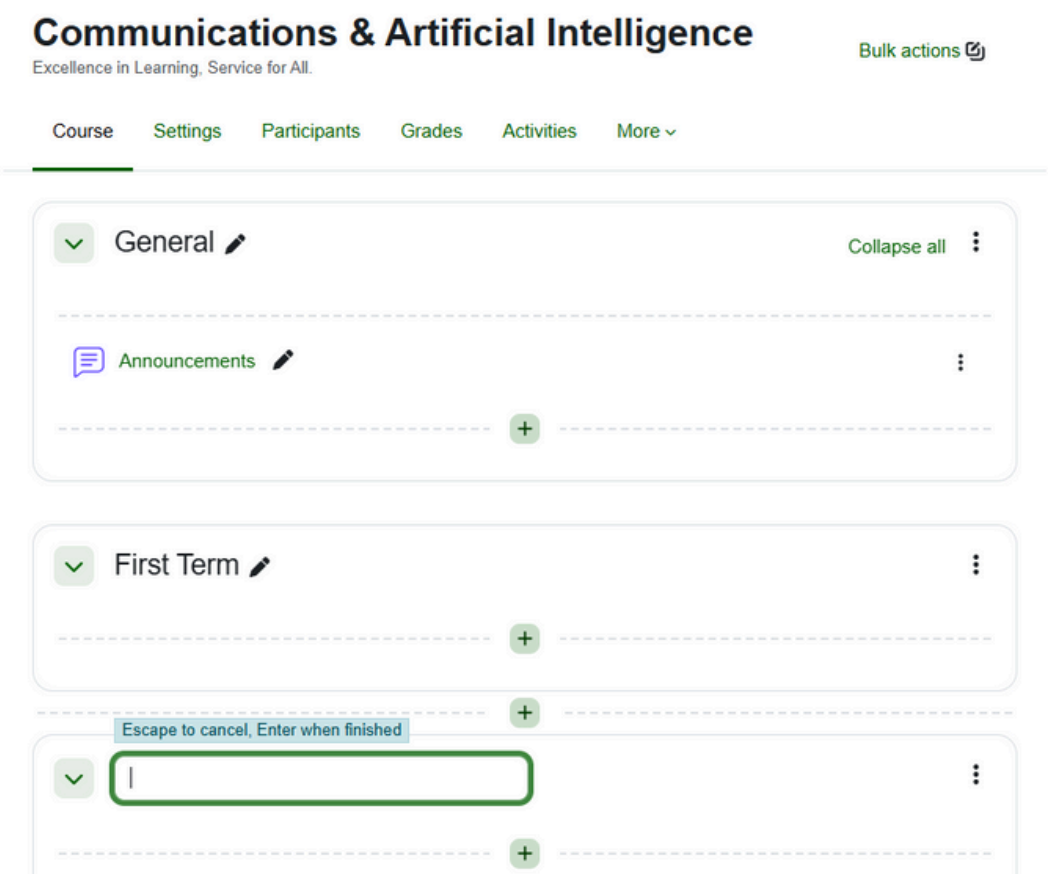
New section

New section

Manage things up!

Toggle the **Edit mode**  switch in order to edit the course front page, and from there you can edit the sections layout on your course.

You can edit section names:



Add Activity/Resource or Sub Section



Manage things up!

Edit Course/Subject Details

Communications & Artificial Intelligence

Excellence in Learning, Service for All.

Course

Settings

Participants

Grades

Activities

More

Edit course settings

Expand all

> General

> Description

> Course format

> Appearance

> Files and uploads

> Completion tracking

> Groups

> Tags

Save and display

Cancel

Manage your Course/Subject's participants

Communications & Artificial Intelligence

Excellence in Learning, Service for All.

Course

Settings

Participants

Grades

Activities

More

Enrolled users

Enrol users

Match

Any

Select

+ Add condition

Clear filters

Apply filters

3 participants found

First name

Last name

| First name / Last name | Email address | Roles | Groups | Last access to course | Status |
|----------------------------------------------------|-----------------------------------------|----------|-----------|-----------------------|--------|
| <input type="checkbox"/> Elghene Maglaque | elghenemaglaque@gmail.com | No roles | No groups | 17 hours 46 mins | Active |
| <input type="checkbox"/> EM Elghene James Maglaque | elghenejames.maglaque.2025@cisuz.edu.ph | Teacher | No groups | Never | Active |
| <input type="checkbox"/> ET Elghene Teacher | elghene_maglaque@cisuz.edu.ph | Teacher | No groups | 52 secs | Active |

With selected users...

Choose...

Enrol users

ADDING STUDENTS

When managing your course or subject participants, you have two options:

Manual Enrollment: As the teacher in charge of the course, you will be responsible for adding your students manually.

1. Please ensure that all of your students are registered in our LMS.
2. Click the **Enrol users** button.
3. Search for your student in the search field and adjust any options if necessary. Finally, click the Enroll Users button.

Enrol users

Enrolment options

Select users: No selection

Student

Assign role: No suggestions

Show less...

☐ Recover user's old grades if possible

Starting from: Now (26/11/25, 09:28)

Enrolment duration: Unlimited

Enrolment ends: ☐ Enable 26 November 2025 09 28

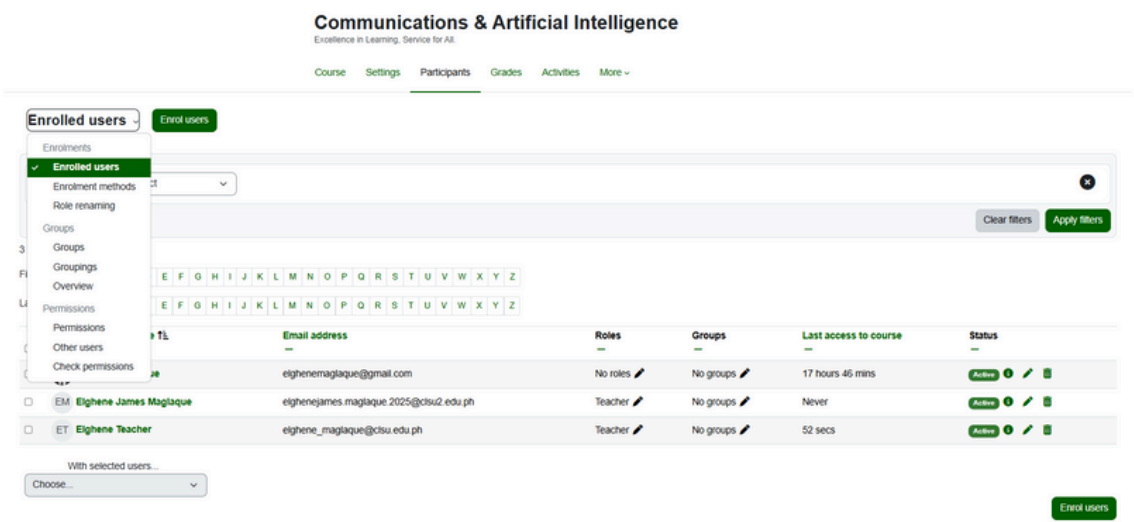
Cancel Enrol users

This method of adding students is tedious, as you must repeat the process for each individual student. However, there is the method where you let your student self-enroll on your course or subject.

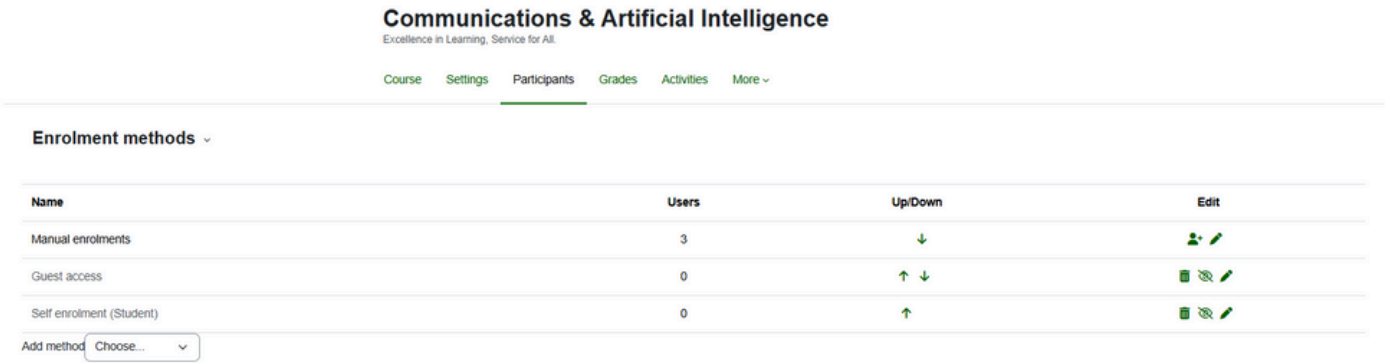
ADDING STUDENTS

Self-Enrollment: Self-Enrollment: This method allows students to enroll themselves in the course. As the teacher in charge, you need to configure certain settings for this to work.

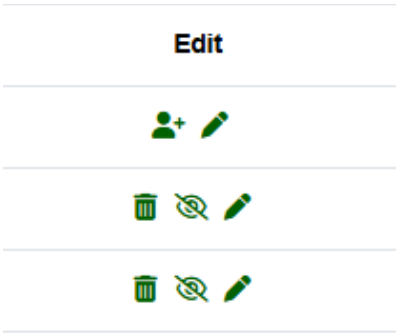
1. Click the dropdown option beside the Enroll Users button.



2. Select the Enrollment methods



3. Make sure that the Self enrollment is enabled by clicking the  button that can be seen in the edit column.



ADDING STUDENTS

4. After enabling it, click the pencil icon to edit.





Enrolment methods / Self enrolment

Communications & Artificial Intelligence

Excellence in Learning, Service for All.

Course Settings Participants Grades Activities More ▾

Self enrolment

| | |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Custom instance name | <input type="text"/> |
| Keep current self enrolments active | ? <input type="button" value="No"/> ▾ |
| Allow new self enrolments | ? <input type="button" value="Yes"/> ▾ |
| Enrolment key | ? <input type="text" value="....."/>   |
| Use group enrolment keys | ? <input type="button" value="Yes"/> ▾ |
| Default assigned role | <input type="text" value="Student"/> ▾ |
| Enrolment duration | ? <input type="text" value="0"/> <input type="text" value="days"/> ▾ <input type="checkbox"/> Enable |
| Notify before enrolment expires | ? <input type="text" value="No"/> ▾ |
| Notification threshold | ? <input type="text" value="1"/> <input type="text" value="days"/> ▾ |
| Start date | ? <input type="checkbox"/> Enable <input type="text" value="26"/> ▾ <input type="text" value="November"/> ▾ <input type="text" value="2025"/> ▾ <input type="text" value="09"/> ▾ <input type="text" value="48"/> ▾  |
| End date | ? <input type="checkbox"/> Enable <input type="text" value="26"/> ▾ <input type="text" value="November"/> ▾ <input type="text" value="2025"/> ▾ <input type="text" value="09"/> ▾ <input type="text" value="48"/> ▾  |
| Unenrol inactive after | ? <input type="text" value="Never"/> ▾ |
| Max enrolled users | ? <input type="text" value="0"/> |

In this setting make sure that:

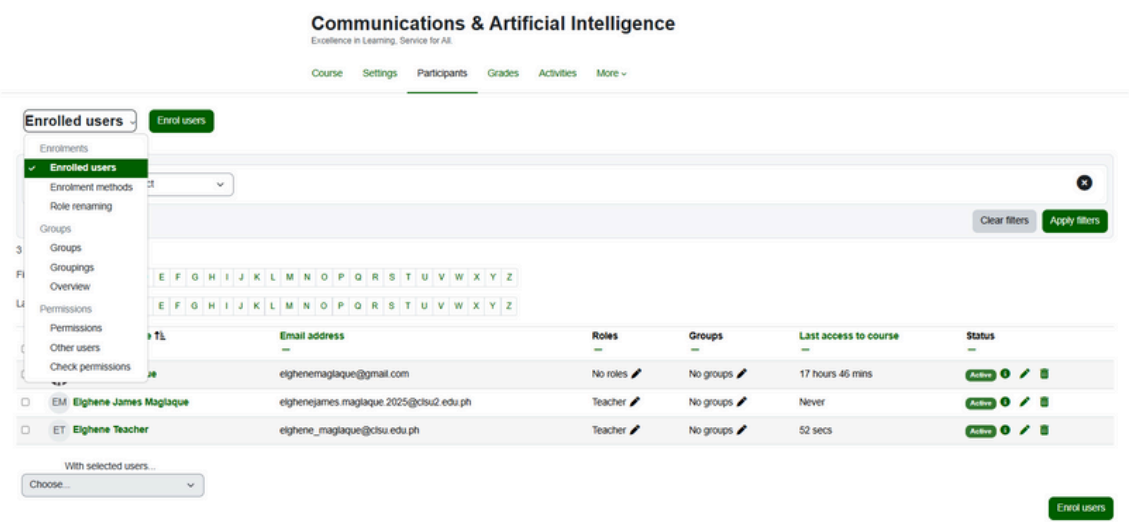
and also make sure that:

- **Keep current self-enrolments active = Yes**
- **Allow new self-enrolments = Yes**
- **Put your enrollment key which will serve as a password for your students in order to allow them to enroll.**
- **Inform your students on class once you successfully set up the required settings.**

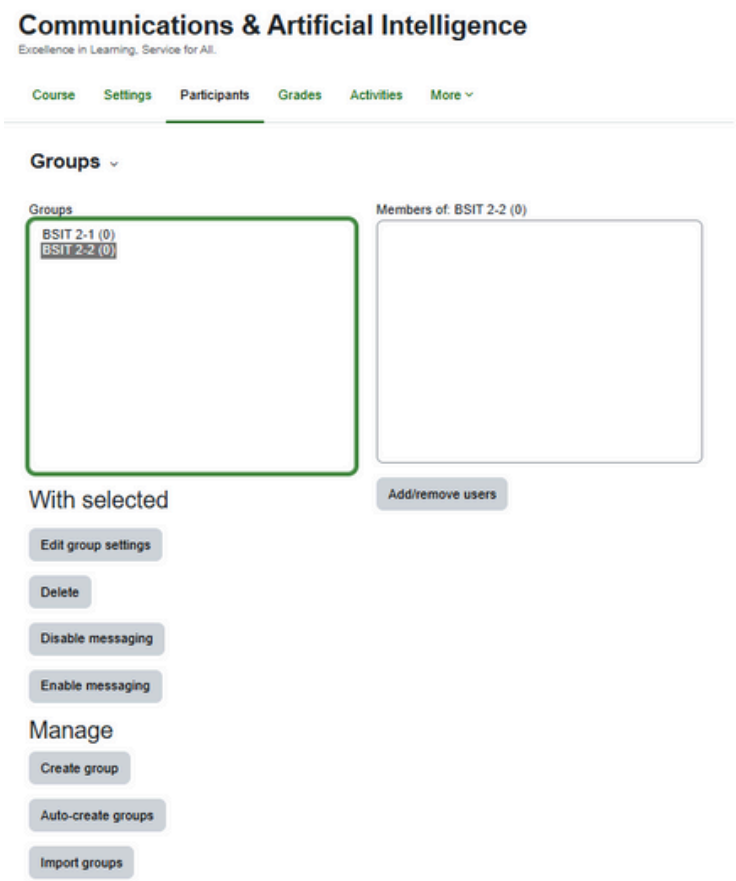
SECTION / GROUPINGS

Groupings in the LMS refer to the sections within a course or subject. If you have multiple sections for the same subject, you can separate them using groups. You just need to adjust some configurations.

1. Click the dropdown option beside the Enroll Users button.

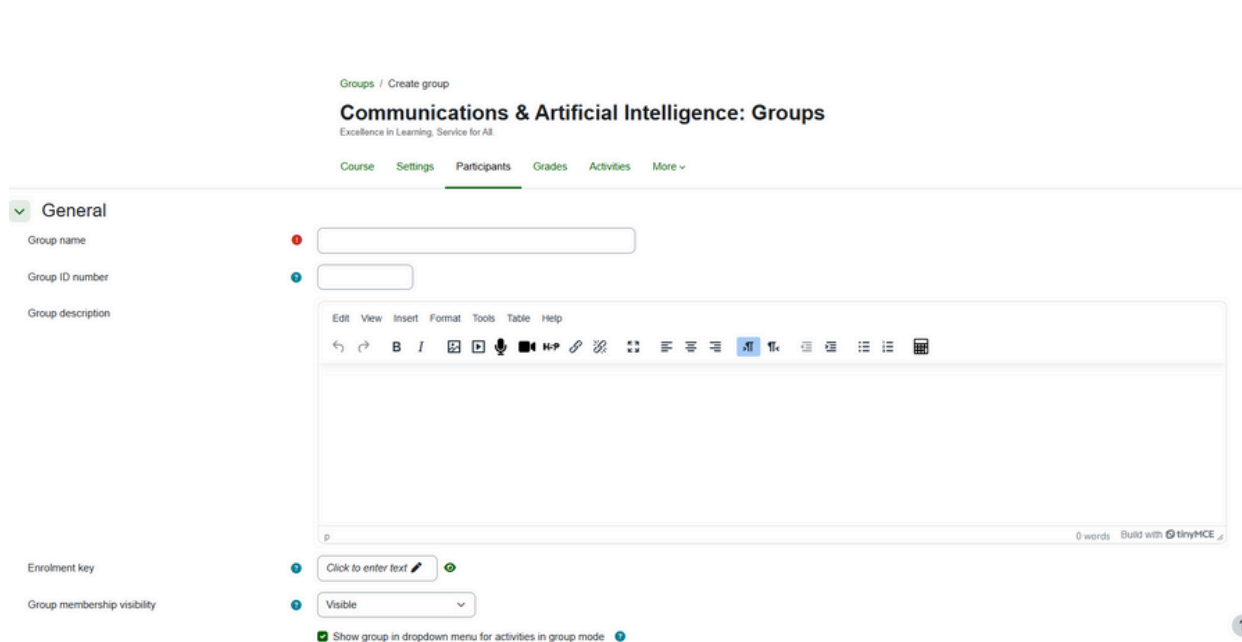


2. Select the Groups



CREATING GROUP / SECTION

With that, you can now manage your sections or groups. You can create, delete, or edit group configurations depending on your preference.



The screenshot shows the 'Create group' interface for 'Communications & Artificial Intelligence: Groups'. The page has a breadcrumb 'Groups / Create group' and a title 'Communications & Artificial Intelligence: Groups' with the tagline 'Excellence in Learning. Service for All.' Below the title are tabs for 'Course', 'Settings', 'Participants', 'Grades', 'Activities', and 'More'. The 'General' tab is selected, showing a sidebar with 'General', 'Group name', 'Group ID number', 'Group description', 'Enrollment key', and 'Group membership visibility'. The main form area contains: a 'Group name' field with a red error icon; a 'Group ID number' field with a blue info icon; a 'Group description' field with a rich text editor toolbar (Edit, View, Insert, Format, Tools, Table, Help) and a text area; an 'Enrollment key' field with a blue info icon and a 'Click to enter text' prompt; a 'Group membership visibility' dropdown menu set to 'Visible'; and a checkbox 'Show group in dropdown menu for activities in group mode' which is checked. A '0 words' counter and 'Build with tinyMCE' text are at the bottom right of the text area.

In creating a section/group there are some information that are required such as:

Group name: The name of your section (e.g., BSIT 1-1, BSIT 1-2).

Enrollment key: This works similarly to the enrollment key mentioned on **page 7**.

However, in this context, the enrollment key refers to enrolling students into a specific section. For example, if you have three sections, you can set three different enrollment keys. When students enroll in the subject using their designated key, they will automatically be placed into the correct group.

Also set the **Group Membership Visibility** as **Only Visible to Members**.

AND WITH THAT, YOU ARE ALL SET!

CONTACT US

For further inquiries you can reach us on the following contact details:



elghene_maglaque@clsu.edu.ph

clsu_lms@clsu.edu.ph

VIA LMS - Just Click the Chat icon besides the bell icon and search Admin EJOM

