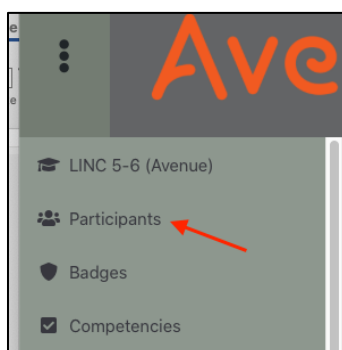


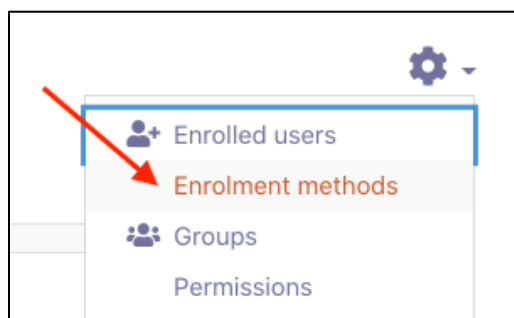
## Setting up Student Self Enrolment with an Enrolment Key

For students who already have Avenue accounts, it is possible to have them enrol themselves into their new course. This gives them more autonomy and can result in less work for the teacher if there are many students to add to the new course. It requires more effort on the students' part, and may not be suitable for all groups of students.

1. Click *Participants* in the **Navigation Drawer** on the top left.













2. Click **Enrolment methods** in the **Actions menu** at the top right.




The **Enrolment methods** page appears.











3. Click the **Enable** icon  next to **Self enrolment (Student)** in the **Edit** column.

| Name                     | Users | Up/Down | Edit  |
|--------------------------|-------|---------|---|
| Manual enrolments        | 6     | ↓       |     |
| Guest access             | 0     | ↑ ↓     |      |
| Self enrolment (Student) | 0     | ↑       |      |

**Self enrolment (student)** is active. The **Enable** icon changes to a **Disable** icon.

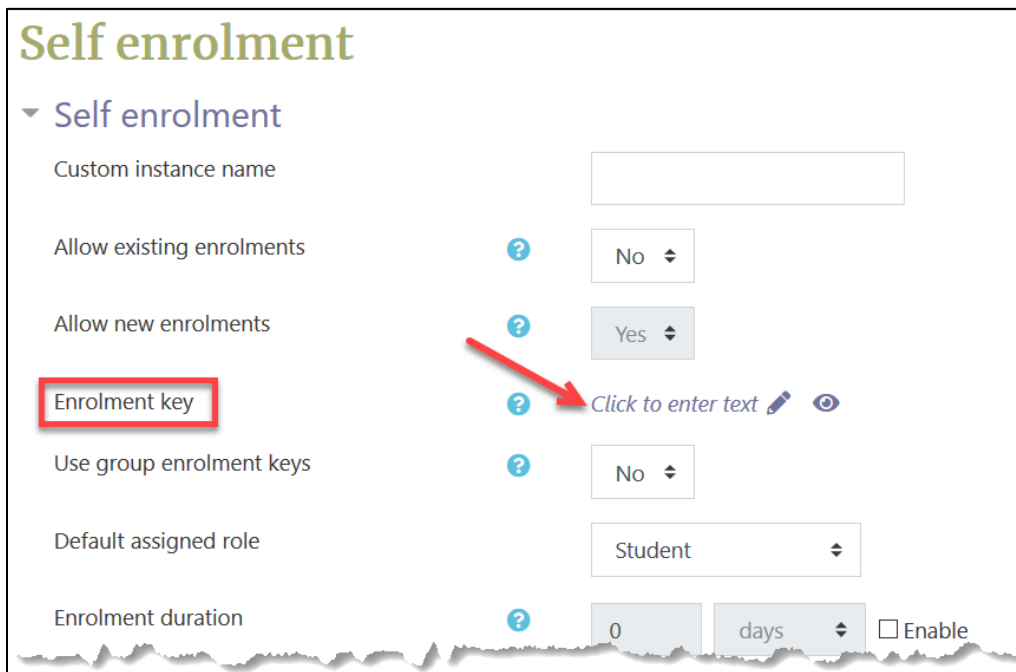
**NOTE:** At this point, any user on avenue.ca can enrol themselves into this course. Adding an enrolment key allows a teacher to keep the course private and secure.

4. Click the **Edit** icon  next to **Self enrolment (Student)** in the **Edit** column.

| Enrolment methods        |       |         |   |
|--------------------------|-------|---------|---|
| Name                     | Users | Up/Down | Edit  |
| Manual enrolments        | 6     | ↓       |     |
| Guest access             | 0     | ↑ ↓     |      |
| Self enrolment (Student) | 0     | ↑       |      |

The **Self enrolment (student)** page appears.

5. Type a word in the text box next to **Enrolment key**. This word will be the **Enrolment key** or password that students must enter to enrol themselves in the course.





**Self enrolment**

▼ **Self enrolment**

Custom instance name

Allow existing enrolments ? No ▾

Allow new enrolments ? Yes ▾

**Enrolment key** ? [Click to enter text](#)  

Use group enrolment keys ? No ▾

Default assigned role Student ▾

Enrolment duration ? 0 days ☐ Enable

Near the bottom of the **Self enrolment** settings page, the **Send course welcome message** menu is selected as **From the course contact** by default. When this is selected, students will be sent an email confirmation after they enrol themselves in the course.

Note that students will not receive a welcome message if **No** is selected from this drop-down menu.

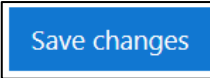


Send course welcome message ? From the course contact ▾

Custom welcome message ?

Teachers can customize a welcome message by entering text in the **Custom welcome message** text box or they can leave it blank and Moodle's default message will be used.

6. Click the **Save changes** button to save these settings.

A blue rectangular button with the text "Save changes" in white.A light gray rectangular button with the text "Cancel" in gray.

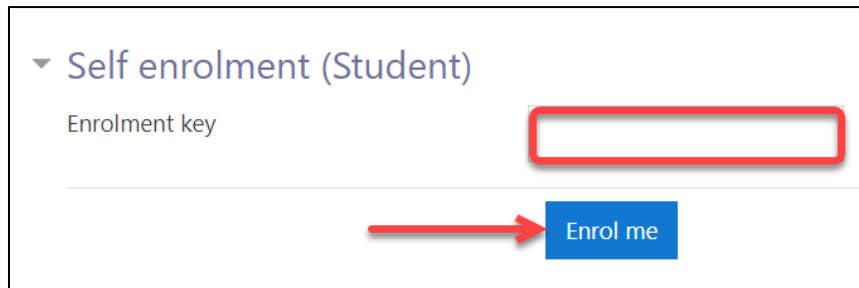
**Reminder:** If you enable **Self enrolment (student)** and do not use an enrolment key, any student on the avenue.ca site can enrol in your course.

## Using an Enrolment Key with Students

Depending on the students' language skills, it may be better if teachers do this in a lab with students and demonstrate it using a projector.

### Method 1 - Using the Course URL

1. Log in to avenue.ca.
2. Navigate to your course home page.
3. Copy the URL, e.g. <https://avenue.ca/classroom/course/view.php?id=17>.
4. Share the URL and **Enrolment key** with students using an email, a handout, by writing it on the board, etc.
5. Advise students to:
  - a. Log in to avenue.ca.
  - b. Click on or go to the course URL with a web browser.  
The **Enrolment options** page appears.
  - c. Type the enrolment key in the **Enrolment key** text box in the **Self enrolment (student)** section.

A screenshot of a web interface showing the "Self enrolment (Student)" section. It includes a label "Enrolment key" next to a red-outlined text input box. Below the input box is a blue "Enrol me" button, which is pointed to by a red arrow.

- d. Click the **Enrol me** button.

The course home page appears. The student is now enrolled in the course.

## Method 2 - Navigating to the course at avenue.ca

Students can navigate to the course without the URL.

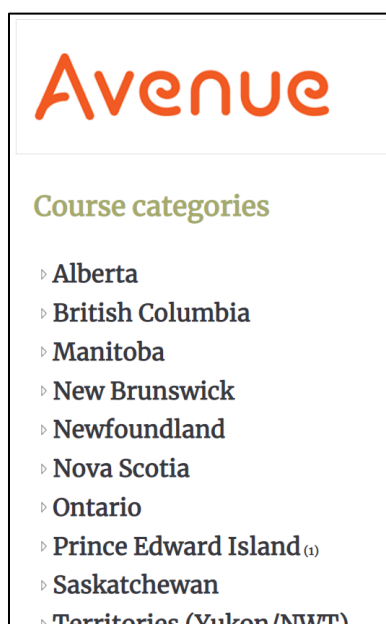
Advise students to:

1. Log in to avenue.ca.  
Click on **Classroom**.



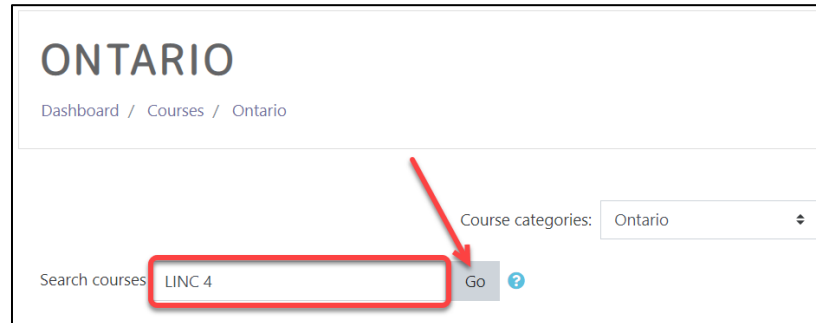
The student's Home page appears.

2. Click **Site home** on the **Navigation drawer**.
3. Click the province or region where the course is.




4. Search the course by typing the name in the **Search courses** text box.

5. Click **Go**.



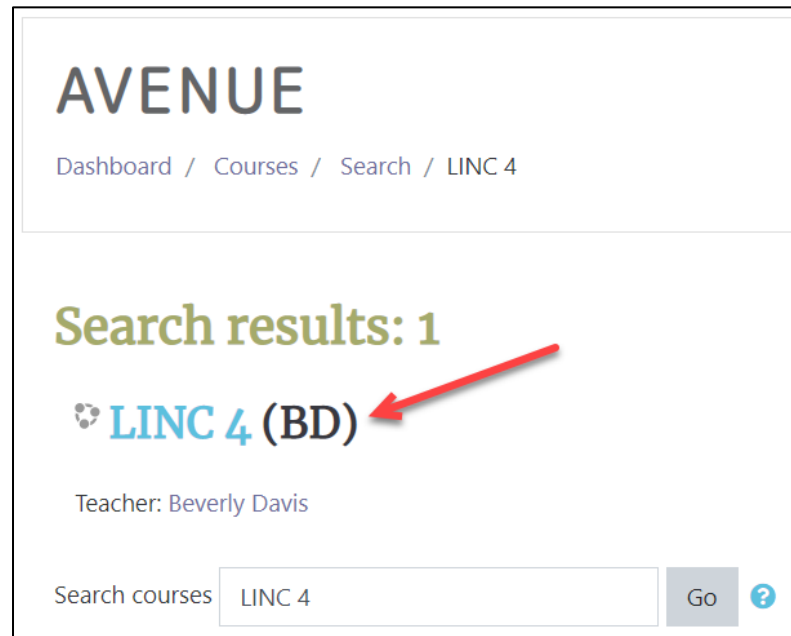
ONTARIO

Dashboard / Courses / Ontario

Search courses   

Course categories:


6. Click on the course name.




AVENUE

Dashboard / Courses / Search / LINC 4

Search results: 1

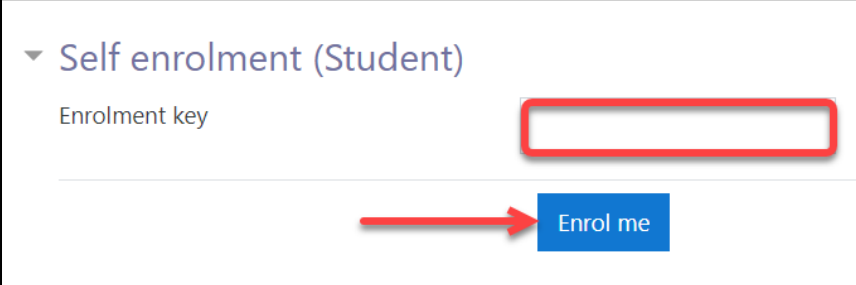
 **LINC 4 (BD)**

Teacher: Beverly Davis

Search courses   

The **Enrolment options** page appears.

7. Type the **Enrolment key** in the **Enrolment key** text box.



▼ Self enrolment (Student)

Enrolment key

[Enrol me](#)

8. Click the **Enrol me** button.  
The course home page appears. The student is enrolled in the course.