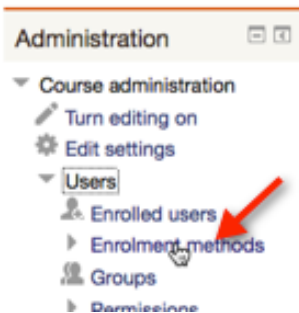



## Setting up Student Self Enrolment with an Enrolment Key

1. Click *Users* in the *Course Administration* section of the *Administration* block.
2. Click *Enrolment methods* under *Users*.




- The *Enrolment methods* page appears.
3. Click the *Enable* icon  next to *Self enrolment (Student)* in the *Edit* column.

### Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	125	↓	✕ 👁 👤 ⚙
Guest access	0	↑ ↓	✕ ✎
Self enrolment (Student)	0	↑	✕ ✎ ⚙

Add method

- *Self enrolment (student)* is active. It is no longer grayed out (inactive) and the *Enable* icon changed to a *Disable* icon.
- NOTE: At this time, any user on the edulinc.org can enroll 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.

Name	Users	Up/Down	Edit
Manual enrolments	125	↓	✕ 👁 👤 ⚙
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* that students must enter to enroll themselves in the course.

▼ **Self enrolment**

Custom instance name

Enable existing enrolments  ?

Allow new enrolments  ?

Enrolment key   Unmask

Use group enrolment keys  ?

- Near the bottom of the *Self enrolment* setting page, the *Send course welcome message* check box is selected by default. When this is selected, students will be sent an email confirmation after they enroll themselves in the course. (Students will not receive a welcome message if the *Send course welcome message* check box is not selected.)

Send course welcome message  ?

Custom welcome message  ?

- Teachers can customize the 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.

**Reminder:** If you enable Self enrolment (student) and do not use an enrolment key, any student on the edulinc.org site can enroll 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 into edulinc.org.
2. Navigate to your course home page
3. Copy the URL, e.g. <http://www.edulinc.org/course/view.php?id=31>

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 into into edulinc.org
  - 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
  - d. Click the *Enrol me* button  
The course home page appears. The student is enrolled in the course.

### **Method 2 - Navigating to the course at edulinc.org**

Students can navigate to the course without the URL. Instructions for locating the course will be different depending if they are enrolled or not in another course.

A. If students are already enrolled in another course, advise them to:

1. Go to edulinc.org and log in.  
The student's Home page appears
2. Click *All Courses* at the bottom of the list of *My courses*.
3. Click the *Category* (province or region) the course is in.  
The (first) page listing all courses in that category appears.
4. Locate the course name. It may be necessary to navigate to a different page if there is more than one page of courses.
5. Click on your course name.  
The *Enrolment options* page appears.
6. Type the enrolment key in the *Enrolment key* text box in the *Self enrolment (student)* section
7. Click the *Enrol me* button  
The course home page appears. The student is enrolled in the course.  
(Note there is a search courses text box in Step 2 that can be used to locate the course.)

B. If students are not enrolled in another course, advise them to:

1. Go to edulinc.org and log in.  
The site page appears, listing all visible courses at edulinc.org.
2. Press Ctrl+F on the keyboard.
3. Type the course name or part of the name.  
The first matching text on the page is selected. (If that is the course, skip Step 4.)
4. Click Next until the course name appears.
5. Click on your course name.  
The *Enrolment options* page appears.
6. Type the enrolment key in the *Enrolment key* text box in the *Self enrolment (student)* section
7. Click the *Enrol me* button  
The course home page appears. The student is enrolled in the course.