



Faculty of Humanities and Social Sciences

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Computer Centre - FHSS

# Enrolment

## Enrolment Key

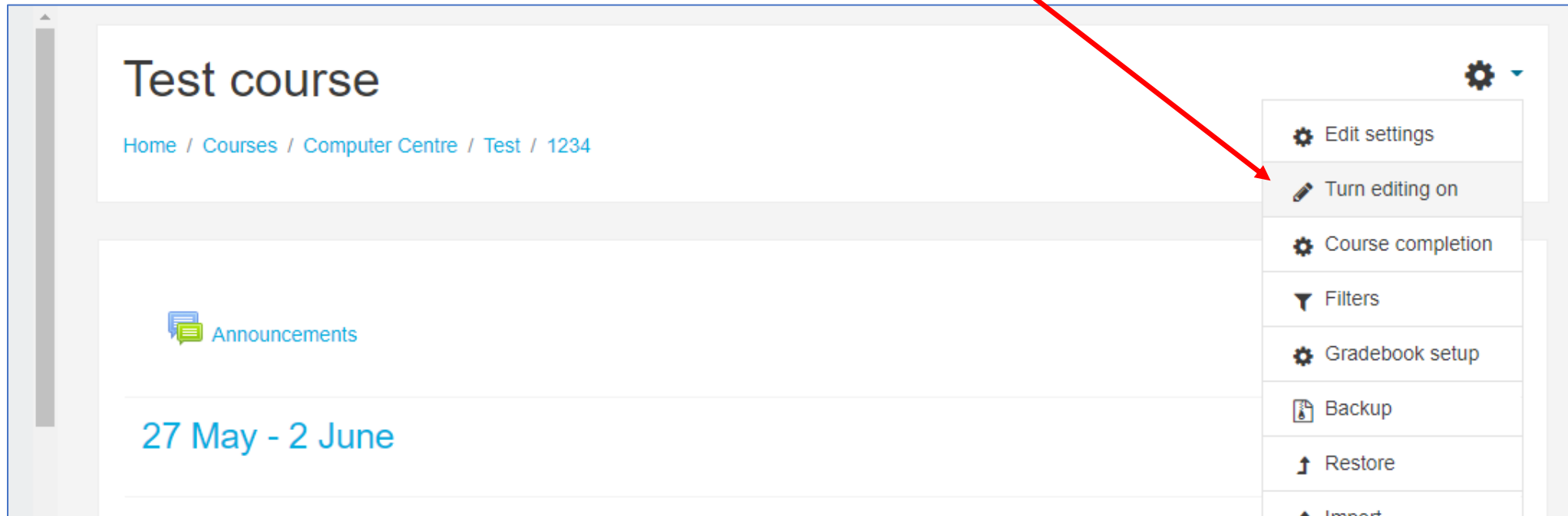
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# How to Set an Enrolment Key

To avoid unnecessary logins into your course unit

## Step 1

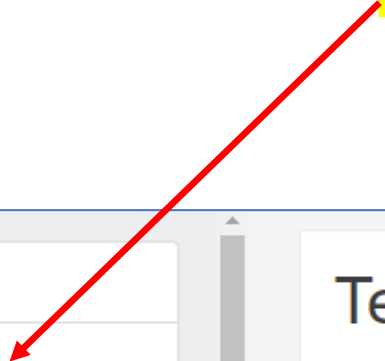
Go to the Course unit and select 'Turn editing on'



The screenshot displays a Moodle course page titled "Test course". The breadcrumb trail is "Home / Courses / Computer Centre / Test / 1234". Below the breadcrumb, there is an "Announcements" section. The course dates are "27 May - 2 June". On the right side, a settings menu is open, showing options: "Edit settings", "Turn editing on", "Course completion", "Filters", "Gradebook setup", "Backup", "Restore", and "Import". A red arrow points from the yellow text box to the "Turn editing on" option in the settings menu.

## Step 2

Select 'Participants'



The screenshot shows a Moodle course page for 'Test course'. On the left is a sidebar with a menu. The 'Participants' menu item is highlighted with a red arrow. The main content area shows the course title 'Test course', a breadcrumb trail 'Home / Courses / Computer Centre / Test / 1234', and a list of activities including 'Announcements' and '27 May - 2 June'. There are 'Edit' buttons and an 'Add an activity or resource' button in the main area.

1234

Participants

Badges

Competencies

Grades

General

27 May - 2 June

3 June - 9 June

# Test course

Home / Courses / Computer Centre / Test / 1234

Announcements

27 May - 2 June

Add an activity or resource

Edit

### Step 3











Click on setting button and  
'select Enrolment methods'

The screenshot shows a Moodle course interface. On the left is a sidebar with navigation options: 1234, Participants, Badges, Competencies, Grades, and a folder icon for 'General'. Below 'General' are several date-based folders: '27 May - 2 June', '3 June - 9 June', '10 June - 16 June', and '17 June - 23 June'. The main content area is titled 'Test course' and includes a breadcrumb trail: 'Home / Courses / Computer Centre / Test / 1234 / Participants'. Below this is the 'Participants' section for course 'ENGP 1101.3', with the role set to 'All participants'. It shows 'All participants: 0' and two alphabetical filters for 'First name' and 'Surname', both currently set to 'All'. Below the filters, it says 'Nothing to display'. At the bottom of the participants list are buttons for 'Select all', 'Deselect all', and a dropdown menu 'With selected users...' with a 'Choose...' option. On the right side of the page, there is a settings menu (gear icon) with the following options: 'Enrolled users', 'Enrolment methods', 'Manual enrolments', 'Groups', 'Permissions', 'Check permissions', and 'Other users'. A red arrow points from the yellow instruction box to the 'Enrolment methods' option in this menu.

# Test course

[Home](#) / [Courses](#) / [Computer Centre](#) / [Test](#) / [1234](#) / [Users](#) / [Enrolment methods](#)

## Enrolment methods

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

### Step 4

Click on this eye icon and Enable it

### Step 5

Click on this setting button

# Self enrolment

## Self enrolment

Custom instance name

Allow existing enrolments



Yes

Allow new enrolments



Yes

Enrolment key



[Click to enter text](#)



Use group enrolment keys



No

Default assigned role

Student

Enrolment duration



0

days

Enable

Notify before enrolment expires



No

Notification threshold



1

days

Start date



26

May

2020

14

40



Enable

**Step 6**

Click on this pen icon

# Self enrolment

## Self enrolment

Custom instance name

Allow existing enrolments



Allow new enrolments



Enrolment key



Press enter to save changes

Use group enrolment keys



Default assigned role

Enrolment duration



Enable

**Step 7**

Type enrollment key and Enter

# Self enrolment

## ▼ Self enrolment

Custom instance name

Allow existing enrolments ?

Allow new enrolments ?

Enrolment key ?  

Press enter to save changes

Use group enrolment keys ?

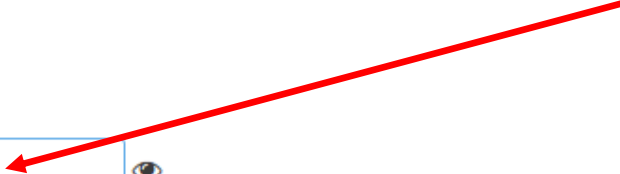
Default assigned role

Enrolment duration ?    Enable

Notify before enrolment expires ?

Notification threshold ?

It appears like this





# Self enrolment

## Self enrolment

Custom instance name

Allow existing enrolments



Allow new enrolments



Enrolment key



Use group enrolment keys



Default assigned role

Enrolment duration

   Enable


Notify before enrolment expires



Be sure to keep **your students**  
in and others **UNENROLL**  
Then



Existing students YES  
New comers NO

End date ? 26 May 2020 14 40   Enable

Unenrol inactive after ? Never

Max enrolled users ? 0

Send course welcome message ? From the course contact

Custom welcome message ?

**Step 8**

Scroll down and Click on 'save changes'

Course categories: Computer Centre / Test



Search courses

Go

Test course 

enrolment key will appear like this

## Enrolment options

Test course 

### Self enrolment (Student)

Enrolment key



Here, students should enter enrolment key to come in.

Enrol me