

Waiting list

The number of participants for a Moodle course can be limited with a “**Waiting list**”. Participants can register themselves until the maximum number of registrations has been reached. Other interested parties can then register: as soon as a place becomes free, the next person moves up.

⇒ The “**Waiting list**” function will initially be made available on a trial basis from 08.05.24, we look forward to receiving feedback ([Contact](#))! ⇐

To do this, set up the enrollment method “**Waiting list**” as described below.

Set up a waiting list

Select “**Participants**” in the course navigation and then “**Enrolment methods**” from the drop-down menu. You will then see the enrolment methods for the course.



Manual enrollment applies to you: As a “course leader” you are already enrolled. Therefore, leave the manual enrollment active!

If there is no “**Waiting list**” enrollment method yet, select “**Add method**” and “**Waiting list**”. If there is already a “**Waiting list**” enrollment method, click on the cogwheel symbol on the far right in the “**Waiting list**” line to edit the settings.

Make the following settings:

- **Waiting list enrollment:** Yes (corresponds to the “Eye open” symbol)
- **Enrolment (max.):** Enter the number of places, “0” means no restriction.

Further options

- **Role in the course:** “**Participant**” (whoever registers using this method will be assigned the role “**Participant**”).
- **Participation duration:** If activated, enrollees can no longer access the course room after the set duration has expired. (However, they will not be logged out).
- **Log out inactive:** After the set duration has expired, enrollees are automatically logged out of the course room by the system.
- **Welcome text:** You can create your own welcome text to be sent to newly enrolled students. If the field remains empty, the standard text (“**Welcome to the course**”) will be sent.

Changes will only take effect if you click on “**Save changes**” at the bottom of the page.



Do not activate “**Self-enrollment**” in addition, this would bypass the waiting list!

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