

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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