2025/08/07 16:08 1/2 Waiting list

## **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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