

Enrolment key

Students can enrol and unenrol on their own if teachers activate self-enrolment (you choose whether with or without password, called „enrolment key“ in Moodle). To do this, activate the „Self-enrolment“ enrolment method.

Set up (and limit) self-enrolment for students

Select „**Participants** „ in the navigation on the left. You will see the list of students for this course room. (There should be two gears on the right hand side: The top one is for settings in the course room).

Click the **lower cog** to go to **Student Settings** and select „**Enrolment Methods** „. You should now see two enrolment methods. Manual enrolment is for yourself: You are already enrolled as a „trainer“ (right to write).

The closed eye of an enrolment method temporarily excludes the associated participants from the course.

Self-enrolment with enrolment key (Advanced)

In the line „Self-enrolment (Student)“, click on the cogwheel symbol on the far right to edit the settings.

The following **settings** are available for **selection**:

- **Allow existing enrolments:** „Yes“ (Corresponds to the eye symbol).
- **Allow self-enrolment:** „Yes“. (Set this to „No“ later if you do not want to allow further enrolments).
- **Enrolment key:** Restrict access to the course with password. If you assign an enrolment key, you can only access the course by entering this key. If you leave the field blank, you grant access to all university members with a valid PC login.
- **Role in the course:** „Student“ (anyone enrolling using this method will be assigned the role „Student“).
- **Duration of Participation:** If activated, enrollees will no longer be able to 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.
- ***Enrolments (max.): Limit number of enrolments.** „20“ **limits the number of students to 20 self-enrolments (manual enrolments not counted).** „0“ **means no numerical limit on self-enrolment.** Welcome text: **You can create your own welcome text that will be sent to newly enrolled participants. If the field is left blank, the default text („Welcome to the course“) will be sent. Changes will only take effect if you click „Save changes**“ at the bottom of the page.**

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