Self-enrollment into a module

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Overview:

This guide will show you how to set up the module page so that users can be enrolled into modules themselves by an enrollment key.

What to know:

In response to many requests from Learning Mall Core users regarding students being able to audit module areas, LMC now can support student self-enrollment where the module teacher chooses to provide a key to such students. It allows users to enrol themselves through typing in an enrollment key of the module.

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Step 1: Open the 'Participants' tab

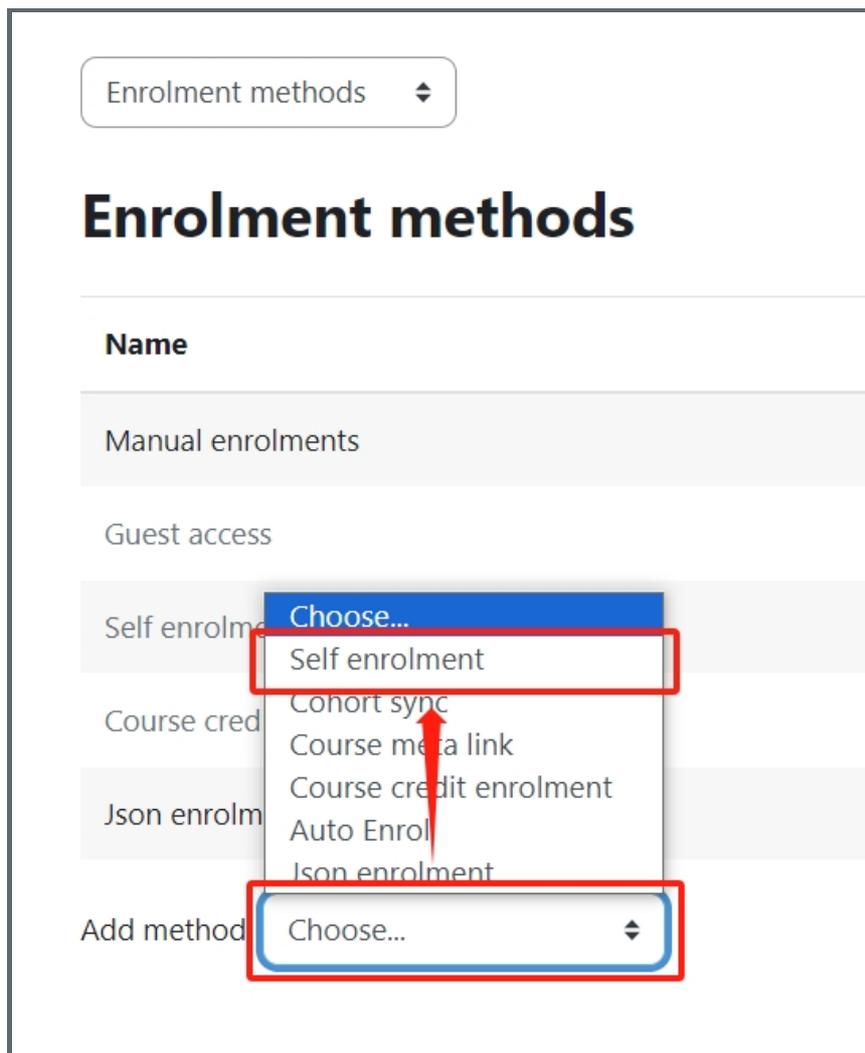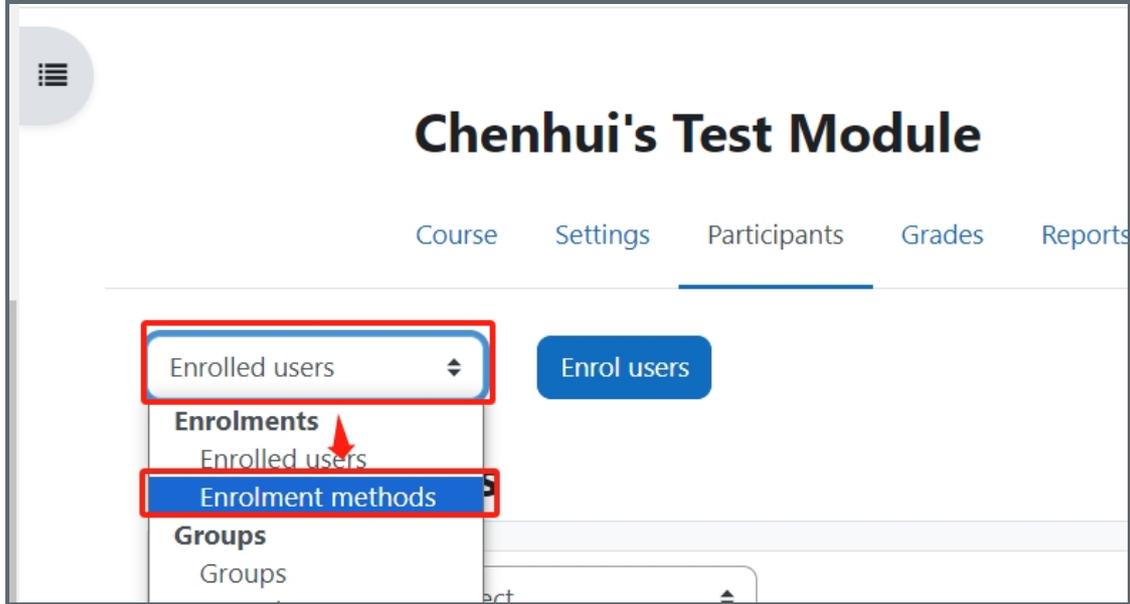1. Access to the course page.
2. As the below screenshot shows, click "Participants" on the course-level menu.
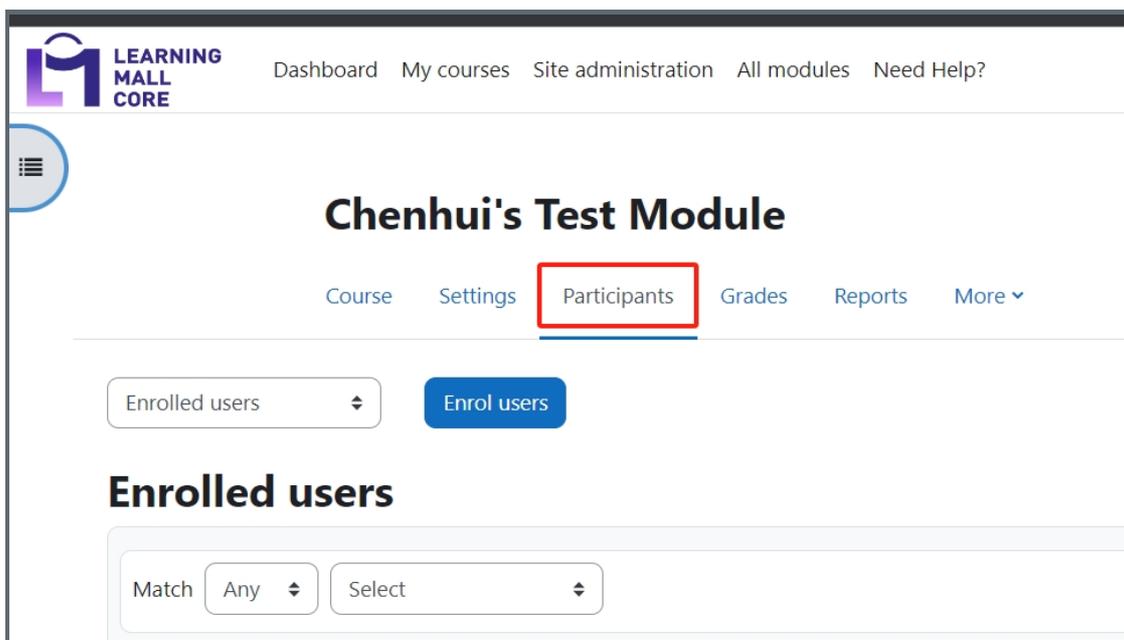
Step 2: Open 'Self enrolment'

1. Click "Enrolled Users" and click the "Enrolment methods" link.
2. On the new page, click "Choose" and then click "Self enrolment"

1. On the "Self enrolment" setting, you can input a "Custom instance name".
2. Click on the eye icon beside the "Enrolment key" option and input a key.
3. Copy the revealed key and share it with the external users. Make sure the "Default assigned role" is Guest.
4. Then, click "Add method" to finish.

Self enrolment

⌄ Self enrolment

Custom instance name		Self enrolment (Guest)
Keep current self enrolments active	❓	Yes ⬍
Allow new self enrolments	❓	Yes ⬍
Enrolment key	❗ ❓	✏️ 👁
Use group enrolment keys	❓	No ⬍
Default assigned role		Guest ⬍
Enrolment duration	❓	0 days ⬍ ☐ Enable
Notify before enrolment expires ❓		No ⬍

Add method   Cancel

Step 4: Change self-enrollment key

If you want to change the key/password of self-enrollment, you can click the pencil icon and change the key there.

active		
Allow new self enrolments	❓	Yes ⬍
Enrolment key	❓	·············· ✏️ 👁
Use group enrolment keys	❓	No ⬍