

Self-enrollment into a module

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: Click the 'Edit' icon of the module page](#)

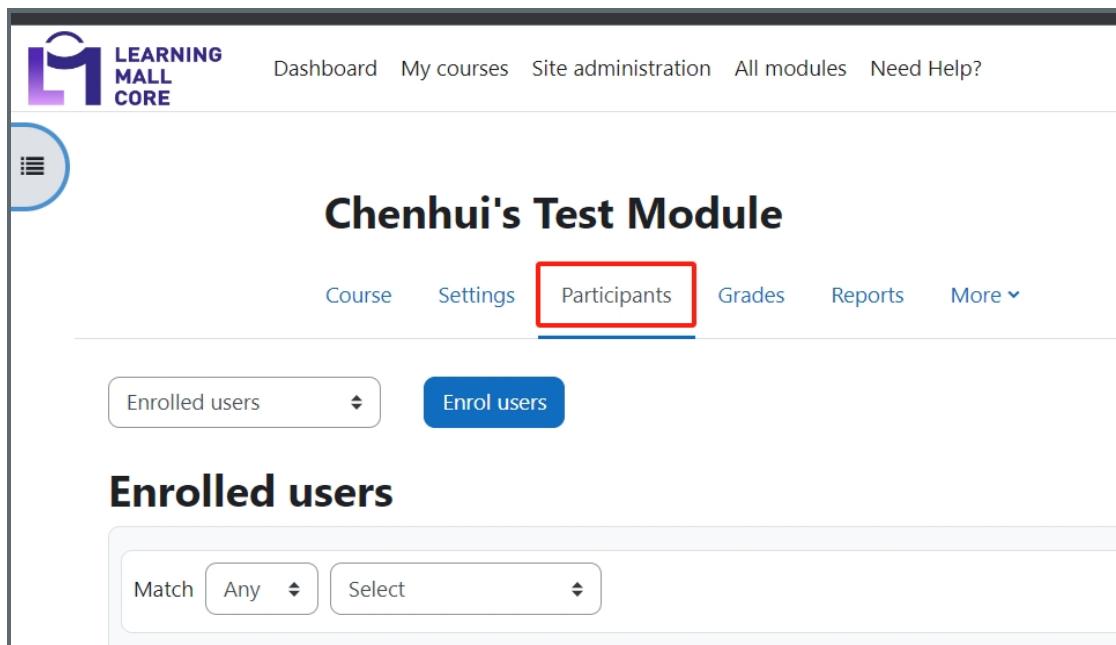
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Step 1: Open the 'Participants' tab

1. Access to the course page.
2. As the below screenshot shows, click "Participants" on the course-level menu.



The screenshot shows the course page for 'Chenhui's Test Module'. At the top, there is a navigation bar with links for Dashboard, My courses, Site administration, All modules, and Need Help?. Below the navigation bar, there is a course-level menu with links for Course, Settings, Participants (which is highlighted with a red box), Grades, Reports, and More. Under the 'Participants' tab, there is a section titled 'Enrolled users' with two dropdown menus: 'Match' and 'Any' (selected), and a 'Select' dropdown. A blue button labeled 'Enrol users' is also visible.

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"

The screenshot shows the Moodle 'Participants' page. At the top, there are tabs for 'Course', 'Settings', 'Participants' (which is underlined in blue), 'Grades', and 'Reports'. Below these, there is a dropdown menu with the following options: 'Enrolled users' (with a red box and arrow), 'Enrolments' (with a red box and arrow), 'Enrolment methods' (highlighted with a blue box and a red arrow pointing to it), 'Groups' (with a red box and arrow), and 'Groups' (with a red box and arrow). To the right of the dropdown is a blue button labeled 'Enrol users'.

The screenshot shows the 'Enrolment methods' page. At the top, there is a dropdown menu with the option 'Enrolment methods' (with a red box and arrow). Below this, the page title is 'Enrolment methods'. There is a section for 'Name' with the text 'Manual enrolments'. Under 'Guest access', there is a section for 'Self enrolment' with the text 'Choose...'. A dropdown menu is open, showing the following options: 'Self enrolment' (highlighted with a red box and a red arrow pointing to it), 'Cohort sync', 'Course meta link', 'Course credit enrolment', 'Auto Enrol', and 'Json enrolment'. At the bottom, there is a button labeled 'Add method' and a dropdown menu labeled 'Choose...' (with a red box and arrow).

Step 3: Copy the enrollment key of the Self-enrollment method

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