



## How to Set Enrolment Key (for Student enrolment only)

Self enrolment is a method whereby students can choose to enrol themselves into a course, by typing in an enrolment key provided. Lecturer to share the course name and enrolment key with the students, once the course setup is ready.

1. Lecturer to set in active course and click on the **Participants** at the Course page's menu to set the Enrolment Key for student self enrolment.

The screenshot shows the top navigation bar of the course page. The 'Participants' tab is highlighted with a red box. Below the navigation bar, the course title 'THE0205 Introduction to International Politics 2024/02 Premanathan' is displayed. Under the 'General' section, there is an 'Announcements' icon.

2. Select **Enrolment methods** from the drop-down menu at Participants' page.

The screenshot shows the 'Participants' page for the course 'FIS002 Introduction to International Politics 2023/09 Premanathan'. The 'Enrolment methods' dropdown menu is open, and 'Enrolment methods' is selected. Below the menu, there is a table with columns: Name, Users, Up/Down, and Edit. The table lists three methods: 'Self enrolment (Student)', 'Manual enrolments', and 'Guest access'. The 'Self enrolment (Student)' method has 0 users and a down arrow. The 'Manual enrolments' method has 8 users and up/down arrows. The 'Guest access' method has 0 users and an up arrow. An 'Add method' button is at the bottom.

3. Select Self Enrolment (Student) **Edit** button

The screenshot shows the 'Enrolment methods' table. The 'Edit' button for the 'Self enrolment (Student)' method is highlighted with a red box. The table has columns: Name, Users, Up/Down, and Edit. The 'Self enrolment (Student)' method has 0 users and a down arrow. The 'Manual enrolments' method has 7 users and up/down arrows. The 'Guest access' method has 0 users and an up arrow. An 'Add method' button is at the bottom.



4. Fill in the necessary information below:

### Self enrolment

▼ Self enrolment

Custom instance name

Keep current self enrolments active

?

Yes

Allow new self enrolments

?

Yes

Enrolment key

?

.....

👁

Set Enrolment key

Use group enrolment keys

?

No

Default assigned role

Student

Enrolment duration

?

0

days

☐ Enable

Notify before enrolment expires

?

No

Notification threshold

?

0

days

Start date

Enter the Course Semester  
Start and End date

?

☒ Enable

2

May

2024

15

20

📅

End date

?

☒ Enable

2

May

2025

15

20

📅

Unenrol inactive after

?

30 days

Students will get unenrol from the  
course after being inactive for **30** days

Max enrolled users

?

0

Send course welcome message

?

From the course contact

Custom welcome message

?

Save changes

Cancel

**Note:**

- Lecturer needs to share the Course Name and Enrolment Key with the students again because system will remove all Participants from the course once semester is ended (per the **Start and End date** setting above).
- Lecturer may limit the max enrolled users in their course, however note that the users number including all users (student and lecturer). Remember to count in the lecturer in the course.
- Student may reenrol back to the course as long the enrolment setting is valid (per the **Start and End date** setting above).



5. Lecturer may be reusing the existing course to teach in next semester. Thus, lecturer can delete the existing student (self enrolment) and create new setting for new semester students.
  - a. Select **Enrolment methods**.

Course Settings **Participants** Grades Reports More ▾

FIS002 Introduction to International Politics 2023/09 Premanathan

Enrolled users ▾ Enrol users

Enrolments  
Enrolled users  
**Enrolment methods**  
Groups  
Groupings  
Overview  
Permissions  
Other users  
Check permissions

First name: [All] [A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z]  
Last name: [All] [A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z]

First name / Last name	ID number	Email address	Roles	Groups	Last access to course	Status
YL <a href="#">Ying Ying Lee</a>	2522070	yingying.lee@xmu.edu.my	<a href="#">Student</a>	No groups	54 days 2 hours	Active
JO <a href="#">JIAN HONG OO</a>	FIS2108277	fis2108277@xmu.edu.my	<a href="#">Student</a>	No groups	4 days 3 hours	Active








- b. Select the **trash bin** icon to remove the existing **Self Enrolment (Student)** setting.
  - c. Select a new **Self Enrolment** setting in **Add method**.

Course Settings **Participants** Grades Reports More ▾

FIS002 Introduction to International Politics 2023/09 Premanathan [Finance](#) > [2023 - 2024](#) > [Enrolment methods](#)

Enrolment methods ▾

**Enrolment methods**

Name	Users	Up/Down	Edit
Self enrolment (Student)	0	↓	  
Manual enrolments	1	↑ ↓	
Guest access	0	↑	  

Add method: Choose... ▾  
Choose...  
**Self enrolment**

6. Revisit step 3 above to fill in the new student Self Enrolment setting.