

How to grant Students access to elective MSc moodleCourses

IN 2 STEPS:

- A - [Allow all Students to enter your Course as Guests](#), during the add/drop period, and
B - [Self-enroll](#), after the add/drop period.

WARNING – please remember these dates:

In your moodleCourse,

- **disable the “Guest” access by Feb 10;**
- **next, enable the “Self-enrolment (for Student)” method**, so that Students may enroll and become Participants in your moodleCourse

With the **Guest access** with no Password enabled, all Users are allowed in a moodleCourse (mCourse) with **no need for a Password**. This can be used during the mCourse’s **add/drop period**.

As Guests only, Students will be able to read all available materials but will not be allowed to participate in any activity or receive any notifications, since they **remain not enrolled**.

While your Course has free access, take time to review the contents you want to leave available/visible for Students at this point.

After the add/drop period, Students should Self-enroll becoming a Participant of the mCourse with all functionalities and materials at their disposal.

A - How to set a “Guest access” with no Password? (to be used during mCourses add/drop period)

- 1 – click “**Participants**”, left Panel;
- 2 – click the **Gear icon** on the right;
under “**Enrolment methods**”, select “**Guest access**”;
if not there, click the “**Add method**” drop down box, at the bottom, and select that option

Enrolment methods			
Name	Users	Up/Down	Edit
Manual enrolments	4	↓	⊕ ⚙
Guest access	0	↑ ↓	🗑️ 👁 ⚙
Self enrolment (Student)	1	↑	🗑️ 👁 ⚙

Add method Choose... ▾
Choose...
Self enrolment

- 3 – after adding it, click on that option;
in the **“Guest access”** screen, allow Guests in (**“Guest access = Yes”**, that is, eye icon=open)
and leave the **Password empty**:

Guest access

Allow guest access ? Yes ▾

Password ? Click to enter text 🗑️ 👁

- 4 - At the **end of the add/drop period**, you may **disable this access**, by going back to the **step 3** above and setting **“Guest access=No”**, that is, eye icon=closed.

NOTE: After that, to enter your mCourse next time **Students will need** to Self-enroll by entering an **Enrolment Key** (*procedure done only once*), **as follows...**

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B - How to set the **“Self-enrolment”** method for Students? *(after Courses add/drop period expires)*

- 1 - click **“Participants”** left Panel;
- 2 – click the **Gear icon** on the right;
under **“Enrolment methods”**, select **“Self enrolment (Student)”**;
if not there, click the **“Add method”** drop down box, at the bottom, and select that option

Enrolment methods			
Name	Users	Up/Down	Edit
Manual enrolments	4	↓	⊕ ⚙
Guest access	0	↑ ↓	🗑️ 👁 ⚙
Self enrolment (Student)	1	↑	🗑️ 👁 ⚙

Add method Choose... ▾
Choose...
Self enrolment

NOTE: pls make sure **this method is enabled** for your Students → “eye icon=open”:

Self enrolment (Student) ⋮ 🗑️ 👁 ⚙

- 3 - in the next screen, its configuration page, you may leave all default options as they are, except for the “**Enrolment key**” (EKey) you need to enter:

Self enrolment	
Custom instance name	<input type="text"/>
Allow existing enrolments	<input type="button" value="Yes"/>
Allow new enrolments	<input type="button" value="Yes"/>
Enrolment key	<input type="text" value="xpto"/>
Use group enrolment keys	<input type="button" value="Yes"/>
Default assigned role	<input type="text" value="Student"/>

- 4 – **share this EKey** with your Students – in 3 different ways:

- in a **remote session**, via Teams or Zoom, or
- via **eMail**, if you already know the eMails of Students registered in your Course, or
- by entering it in the **Course’s Gear Icon/ “Edit settings / Description-Course summary”** box:

Description	
Course summary	<input type="text"/> <input type="button" value="Portugu"/> « O obje' Microed

With this EKey Students will be able to **self-enroll** in your Course next time they access it – procedure done only once.

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