Enrol other users
as student or as teachers
in your INCLUDE Moodle course

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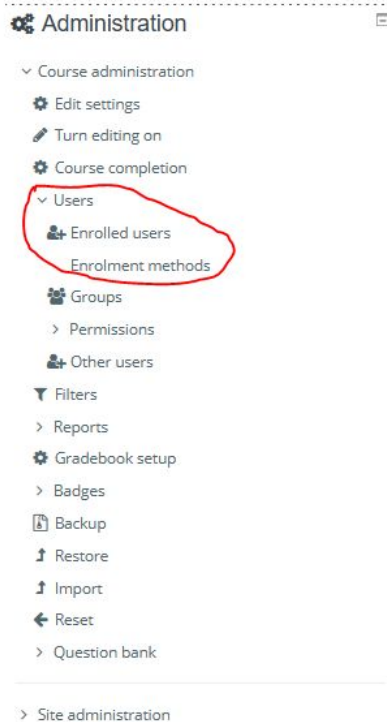
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1. How to enrol other users **as students**

For students' enrolment in INCLUDE Moodle use **Self enrolment** with an **enrolment key** in order to control who can have access to a course.

The enrolment key is a case-sensitive word of your choice (it can be numerical, alphabetical or alphanumerical) that you will be prompted to enter when creating a class. Once the class has been created, you can view and change your class enrolment key at any time by navigating to the class settings page.

1.1 How to activate self enrolment

You select **Enrolment methods** from **Course administration** menu

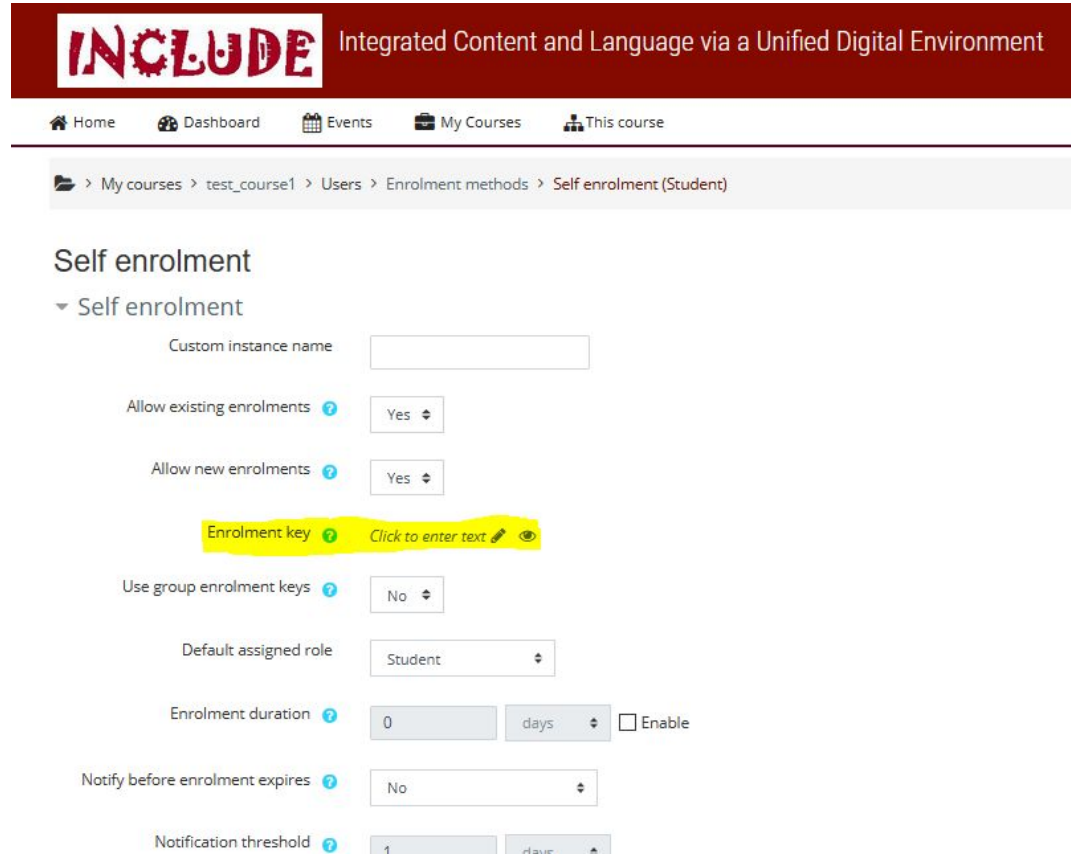In the page that appears, enable self enrolment (its eye should be open)

and then click the edit icon on the right...

1.2 How to add an enrolment key

Add your **enrolment key** in the box

provided. (Click Unmask to see

what you are typing.)

Click the **Save changes** button.

Send the enrolment key to your

future students!

1.3 How to add a group enrolment key

It is possible also to enrol students into the course and also directly into **groups** by use of a **group enrolment key.**

1. Follow the steps of **slide 1.2**

2. Before clicking **Save Changes** button, change the setting **Use group enrolment keys** to **Yes**

3. Save the changes

1.3 How to add a group enrolment key

➔ In the Course administration settings, click **Groups>Create groups**

➔ You are in the page where you can create a group
➔ Click **Create group**

1.3 How to add a group enrolment key

1. Add a **name** for the group you will create
2. Add an **enrolment key** to the group. This will be the key you should send to the students-group members to access the course.

1.3 How to add a group enrolment key

<u>Note</u>

- If you do not set a master course enrolment key (slide 1.2) for the course, then anyone can enrol without a key and users will not be put into groups.

- Users in groups do not need to know the master course enrolment key, only their own group enrolment key.

- Users not in a group can use the master course enrolment key as usual

- Be careful not to use the same enrolment key for more than one group!

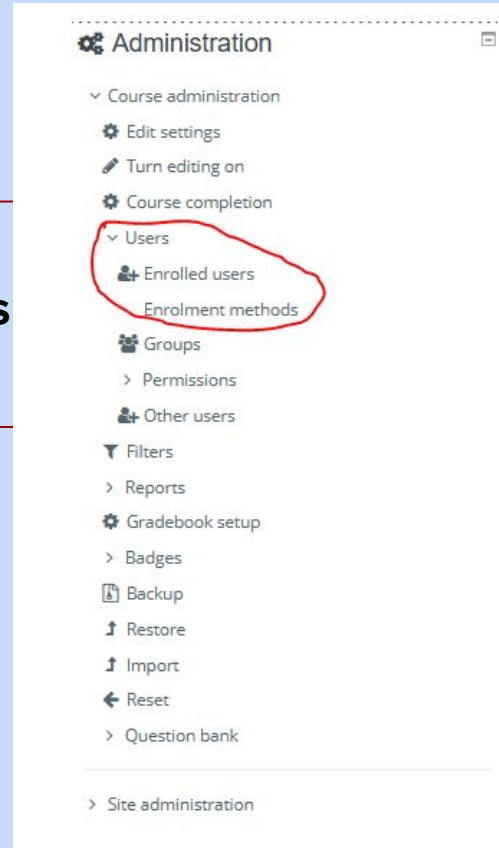 A warning message will appear 'This enrolment key is already used for another group.'

2. How to add other users as teachers

2.1 How to add other users as teachers

At the bottom right menu, you select the course:
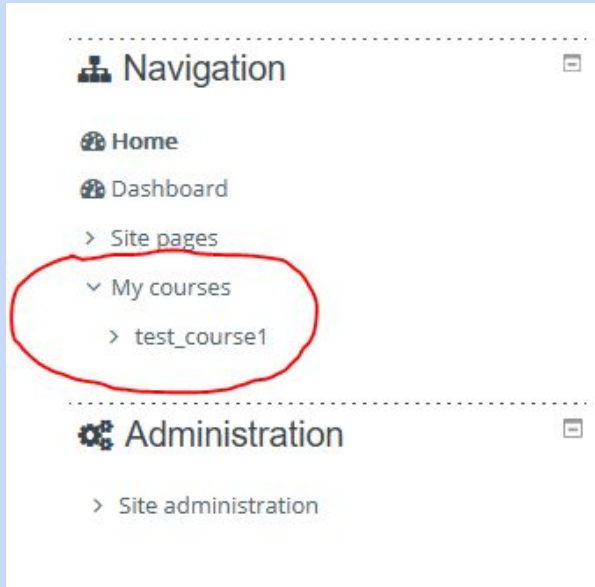
In the next menu (**Course administration**), select **Users** > **Enrolled users**

2.2 How to enrol other users as teachers

From the option **Enrol users**, you can search for a user and enrol her as a teacher

(*Assing role: Teacher*)

Following the same steps, you can also enrol a user as a "non-editing teacher".