



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

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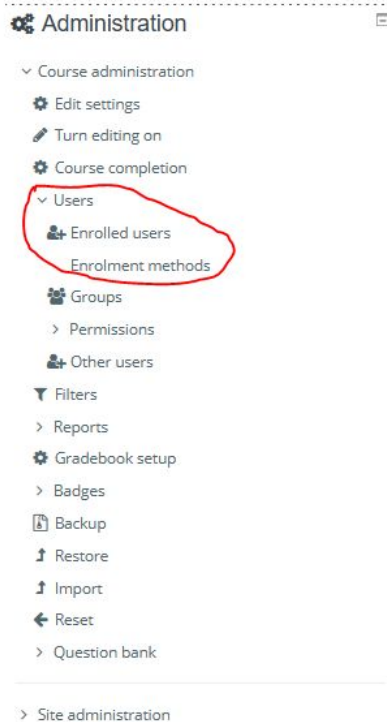
# 1. How to enrol other users as students

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)

A screenshot of the 'Enrolment methods' page in the INCLUDE system. The page header shows 'INCLUDE Integrated Content and Language via a Unified Digital Environment'. The breadcrumb trail is 'My courses > test\_course1 > Users > Enrolment methods'. The main content area is titled 'Enrolment methods' and contains a table with the following data:

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

Below the table is an 'Add method' button with a 'Choose...' dropdown and a plus icon. The 'Self enrolment (Student)' row is highlighted, and its edit icon (a gear) is circled in red.

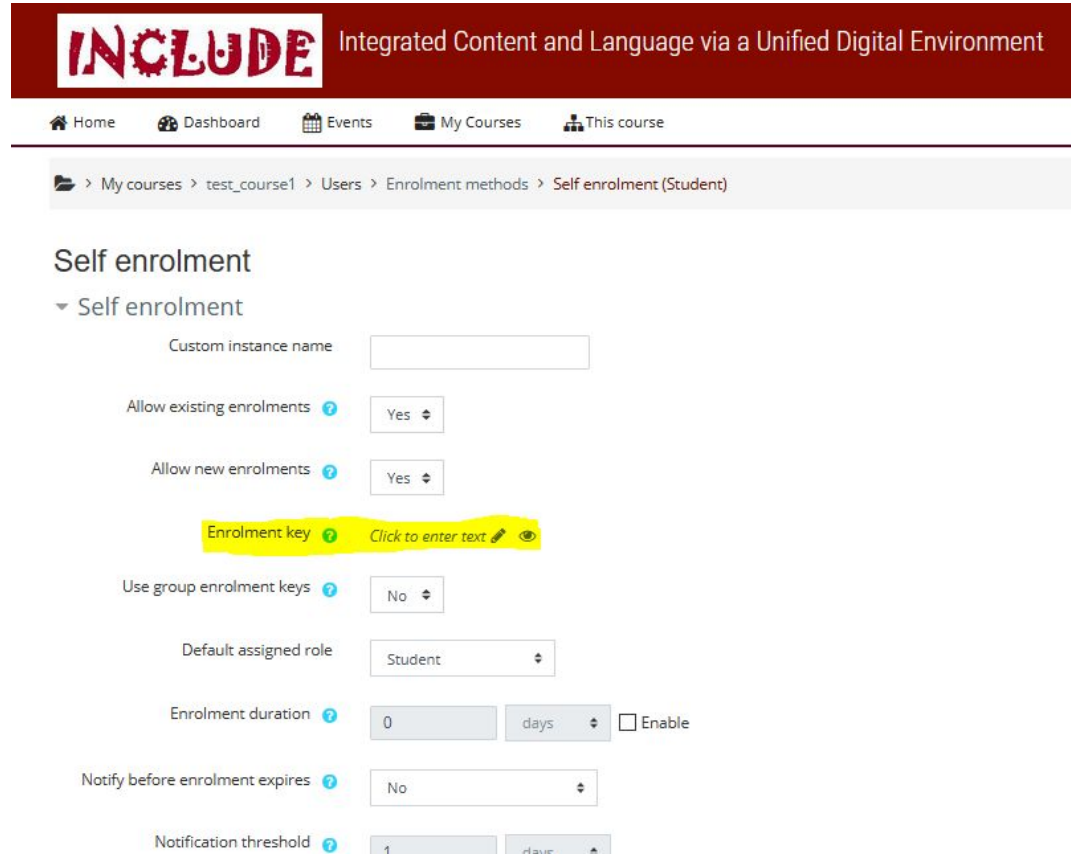
and then click the edit icon on the right...

# 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!



**INCLUDE** Integrated Content and Language via a Unified Digital Environment

Home Dashboard Events My Courses This course

My courses > test\_course1 > Users > Enrolment methods > Self enrolment (Student)

### Self enrolment

Self enrolment

Custom instance name

Allow existing enrolments [?](#) Yes

Allow new enrolments [?](#) Yes

**Enrolment key** [?](#) *Click to enter text*

Use group enrolment keys [?](#) No

Default assigned role

Enrolment duration [?](#)    Enable

Notify before enrolment expires [?](#) No

Notification threshold [?](#)

# 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

Allow existing enrolments Yes

Allow new enrolments Yes

Enrolment key .....

**Use group enrolment keys Yes**

Default assigned role Student

Enrolment duration 0 days  Enable

Notify before enrolment expires No

Notification threshold 1 days

# 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**

## Administration



### Course administration

Edit settings

Turn editing off

Course completion

### Users

Enrolled users

### Enrolment methods

Self enrolment (Student)

### Groups

Permissions

Other users

My courses > test\_course1 > Users > Groups

Groups Groupings Overview

test\_course1 Groups

Groups

Members of:

Edit group settings

Add/remove users

Create group

Auto-create groups

Import groups

# 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.



My courses > test\_course1 > Users > Groups > Participants > Groups > Create group

General

Group name <sup>1</sup>

Group ID number <sup>?</sup>

Group description

Enrolment key <sup>?</sup>  Click to enter text  

Group messaging <sup>?</sup>

Hide picture

New picture <sup>?</sup>  Choose a file... Maximum size for new files: 5MB



You can drag and drop files here to add them.

Save changes Cancel

Group name <sup>1</sup>

Group ID number <sup>?</sup>

Group description

Enrolment key <sup>?</sup>  Click to enter text  

# 1.3 How to add a group enrolment key

## Note

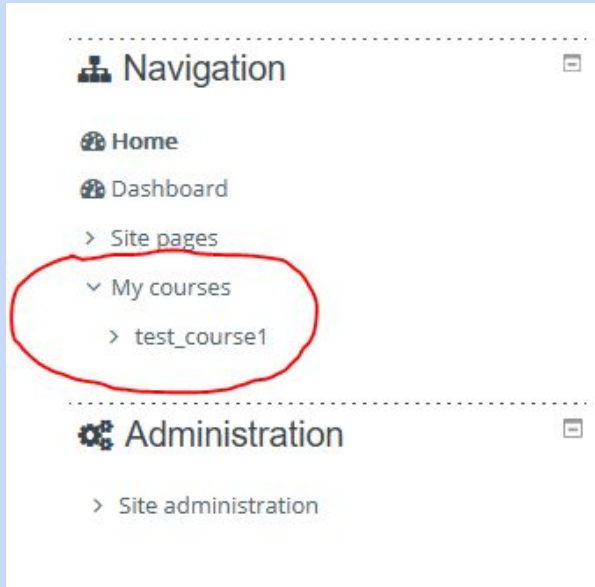
- If you do not set a master course enrolment key (slide 1.2) for the course, then anyone can enrol without a key and users will not be put into groups.
- Users in groups do not need to know the master course enrolment key, only their own group enrolment key.
- Users not in a group can use the master 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.'



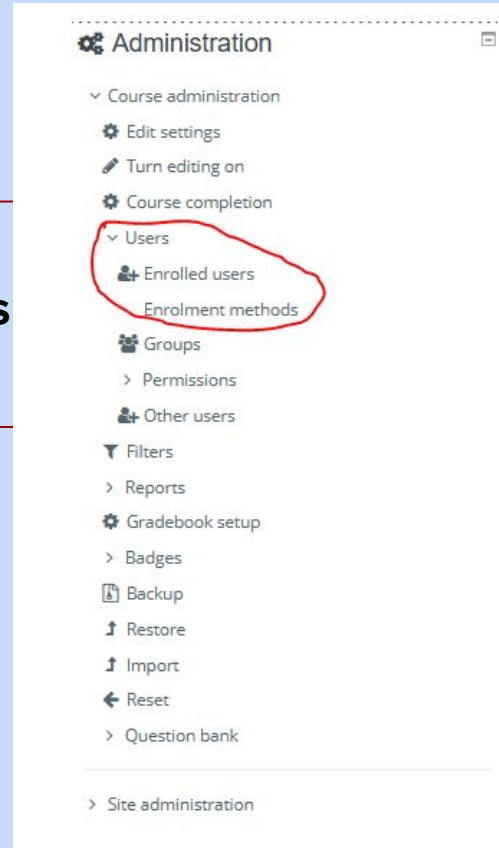
## 2. How to add other users as teachers

## 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*)

My courses > test\_course1 > Participants

### Participants

No filters applied

Search keyword or select filter ▼

Number of participants: 1

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

Surname **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

Enrol users

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