

How to set up self-enrolment on your module

This refers to Moodle 3.6 from July 2019 onward

Moodle Help & Support

How to: set up self-enrolment on your module

Self-enrolment is useful in non-teaching modules such as community modules, NOOCs, special events, staff-only modules, programme or all-School modules, where students are not enrolled via the student record system.

If students cannot see modules at all, use Method 1

If your students are observers on all your School's modules (e.g., Business School, Geography, Economics, Engineering) use Method 2

Method 1: To create self-enrolment for your module

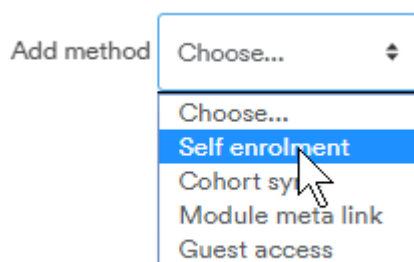
- Navigate to your module. Inside your module, click on the Cogwheel menu and click on More
- Select **Users** tab
- and **Enrolment methods**
- Self enrolment will either be listed in the list of enrolment methods or it won't.

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	39	↓	🗑️ 👁️ 👤 ⚙️
Cohort sync (Training Accounts (UK) - Student)	75	↑ ↓	🗑️ 👁️ ⚙️
Self enrolment (Student)	0	↑	🗑️ 👁️ ⚙️

Tip: You may find that the self-enrolment method is there but is greyed out as in the image above (Often entitled **Self-enrolment (Start of Term)** or **Self-enrolment (Autumn Semester)** or similar). In this case you will only need to unhide it (click on the **Eye** icon). Start of term allows students (1) to self enrol until, e.g., 18th October and (2) to be automatically unenrolled after 35 days, unless they have officially been enrolled on the module in Campus Solutions. You can amend these settings by clicking on the **Edit** icon) (see step 3).

- If the self-enrolment method is not listed click on the **Add method** drop-down box and choose 'Self-enrolment'.



- You will then be taken to the settings page for the self-enrolment method. Please see below for a description of each of the configurable choices.
The minimum settings you need (leaving others as default) are:
 - Allow new enrolments = Yes
 - Joining password - add one here if you wish
- Once you have configured your self-enrolment method click on the 'Add method' button at the bottom of the screen to save your changes.
- If you have left settings at default, the self-enrolment will never expire. Participants can unenrol themselves again if necessary.

Self enrolment

Custom instance name: Self enrolment (Student) ← Give the new instance an explanatory name

Enable existing enrolments: Yes ← If you are editing an existing instance then do you want those already self-enrolled to continue to be enrolled?

Allow new enrolments: Yes ← Normally you would keep as Yes

Joining Password: ← You can add a password if you wish

Use group joining Password: No ← Only use if you are familiar with, and using, groups

Default assigned role: Student ← You can set up a self enrol for another role such as Observer or Teacher - best to set up a password if it is a staff role

Enrolment duration: 0 days ← This is where we limit the enrolment at start of term. Enter the number of days from date of enrolment. After this the student will not be able to access the module.

Notify before enrolment expires: Enroller and enrolled user ← best set to no

Notification threshold: 3 days

Start date: 25 November 2014 ← Enrolment can be set between limited dates e.g., 1 October to 30 October

End date: 25 November 2014

Unenrol inactive after: Never ← best left as never

Max enrolled users: 0 ← limits number on module - not normally used

Only cohort members: No ← can limit to a particular cohort previously set up within Moodle

Send module welcome message:

Custom welcome message:

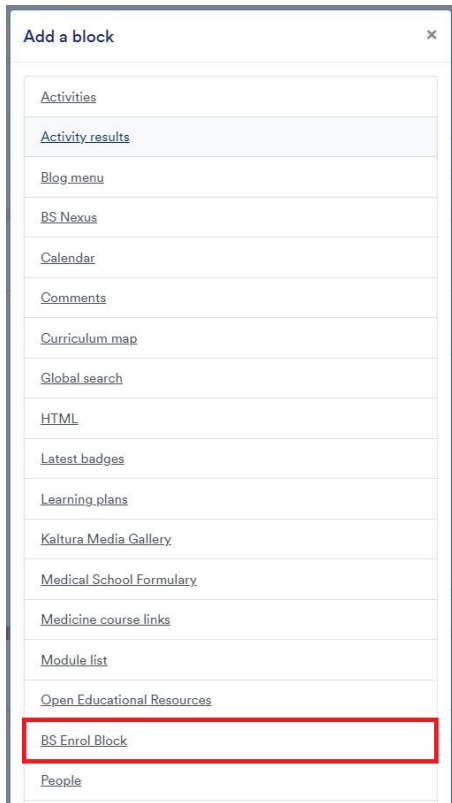
Add method Cancel

Method 2: Enabling self-enrolment if students are already observers on all modules in a category

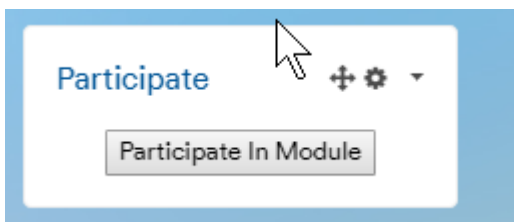
Follow the instructions for Method 1

In addition, add a Participate block to the module:

1. Click on the **Turn editing on** button
2. Drop down the Hamburger / Navigation menu and find the **Add A Block**
3. From the drop-down list, click on **BS Enrol block**



The page will then refresh and show your new block



Student View

Students will see the contents of the module already, as observer, but will not be able to take part e.g., in forums, assignments or other activities.

Once inside the module they need to click the blue Participate button in the Participate block.

