How to ensure students cannot continue to self enrol

How to ensure students cannot self enrol on previous modules (e.g. on 14/15 modules)

If you want to allow self-enrolment on your module, it could be confusing to students if they self enrol by mistake on the previous year’s module.

How not to do it

- Don’t hide the previous module as this disadvantages last year’s genuine students who should continue to have access to the modules they were taught
- Don’t hide the self-enrolment instance altogether as this removes access for last year’s self-enrolled students
- Don’t delete the self enrolment instance as this unenrols any students who originally self enrolled

Prevent further self-enrolment

- Go into your module
- Click the Hamburger icon on the top right and click on Participants > Cogwheel icon above enrol users > Enrolment methods
- Look for the self-engrolment instance (If there isn’t one, then you don’t have any problems - no-one can self enrol anyway).

Prevent further self-enrolment, while allowing existing students to continue to see the module.

- Click the settings icon (see arrow in diagram above)
- Ensure Enable Existing enrolments is set to Yes
- Ensure Allow new enrolments is set to No
Method 2

- Set the end date for self enrolment as appropriate, e.g., to 30 June 2020 for 19/20 modules.

This ensures that students already signed up stay on the module and can view it, and no-one new can sign up.