ITEL@UMS

TIPS #1

Enrolment Key



ITEL@UMS TIPS #1 Enrolment Key © 2024 by Md Hafizi Ahsan is licensed under CC BY-NC 4.0

If you want to restrict only designated students to enrol your course, use a course enrolment key. By default, this setting is not set and thus, anyone can enrol themselves into your course.

Follow the steps below.

	Click 'Pa	rticipants'			
ITEL H	IOME DASHBOAR	E MY COURSES	HOW TO V		6 🧐 🕤
Turn editir	ng on				
Course	Settings Partie	cipants Grades	Reports More 🗸		
Course	Content			Category: Fakulti Kewangan Antarabangsa Labuan	
> 🗆	General			Collapse all	
> Тор	oic 1				
양 Options > Top	pic 2		EDIT MODE		

STEP 1: On the course front page, click 'Participants'.

😿 ш	EL HOME	DASHBOARD MY COURSES HOW TO ~	S S	
Start	No. blocked	GT01303 APLIKASI KOMPUTER UNTUK PERN		Home
in b in b	Site home	Course Settings Participants Grades Reports More -		
E P	Private files Content bank	Enrolled users Enrol users		
	My courses GT01303 [2- 2024]	Enrolled users		
€ G 2023/2	GT01303 [1- 2024]	Match Any Select		8
<i>€</i> G	GT01303 [1-	+ Add condition	Clear filters Apply	/ filters

STEP 2: A page called 'Enrolled users' appears.

ITEL НОМЕ	DASHBOARD MY COURSES HOW TO ~	000
Start िन्दुर Dashboard	Click the drop- down menu TER UNTUK PERN	Home
Site home	Course Settings Participants Grades Reports More -	
Content bank	Enrolled users Enrol users Enrolments	
☆ My courses ☆ GT01303 [2-2023/2024]	Enrolled users Enrolment methods Groups Groups	nt
ⓒ GT01303 [1- 2023/2024]	Groupings Overview Permissions Permissions	
😥 GT01303 [1-	Other users Check permissions	Clear filters Apply filters

STEP 3: On the "Enrolled users' page, click the drop-down menu and select "Enrolment methods'.

	ITEL HOME	DASHBOARD MY COURSES HOW TO	~		COB
	Badges Competencies Grades	Enrolment methods			
Ē	🛄 General	Linoment methods			
Þ	Topic 1	Name	Users	Up/Down	Edit
Ē	Topic 2	Manual enrolments	2	¥	i 👁 🛔 🐡
~	Topic 3	Guest access	0	↑ ↓	□ ø ⊕
P	Topic 4	Self enrolment (Student)	0	*	Ū 🐠 🚳
Ē	Topic 5		, , , , , , , , , , , , , , , , , , ,	·	
<u> </u>	Topic 6	Add method Choose +	EDIT MODE		Click 'Edit'

STEP 4: A page called 'Enrolment methods' appears. On this page, find 'Self enrolment (Student)' and click its 'Edit' button.

Self enrolment			
 Self enrolment 			
Custom instance name			
Allow existing enrolments	?	No ¢	
Allow new enrolments	?	Yes 🗢	
Enrolment key	?	Click to enter text 🖋)
Use group enrolment keys	?	No 🗢	
Default assigned role		Student 🗢	

STEP 5: The setting page of 'Self enrolment'.

elf enrolment	
 Self enrolment 	
Custom instance name	
Allow existing enrolments ⑦	No Create your own enrolment
Allow new enrolments (?)	Yes ¢
Enrolment key ⑦	You can click the 'Eye' icon to
	Press enter to save changes
Use group enrolment keys 🕜	No After typing the key, press
Default assigned role	Student + Enter to save changes

STEP 6: At the enrolment key section, type your own enrolment key in the text area provided. You can click the '⁽⁾' icon to show your key. After typing the key, press Enter to save changes. The new students who will enrol your course should be informed this enrolment key that you have created.

Send course welcome ⑦ message	From the course contact 🗢
Custom welcome message ⑦	
Clic	ck 'Save changes'
	Save changes Cancel
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STEP 6: You can leave other settings intact. Then, scroll down until the end of page and click the 'Save changes' button.

That's all you need to do for the enrolment key.

STEP 7: Click 'Course' on the menu bar at the top screen to go back to the course front page.

Your new students will need to type the enrolment key you have created to enrol your course. This can prevent accidental enrolment by other students. See the *Figure* below.

	Student View	
Enrolment options		,
Teacher: MD HAFIZI BIN AHSAN @ M GT01303 APLIKASI KOMPUT	ISKAM Encik ER UNTUK PERNIAGAAN [1-202	2 2/2023] ²
Q ₄		
Тур	e enrolment key here	
✓ Self enrolment (S	Student)	
Enrolment key	•	
	Enrol me Click	<mark>('Enrol me'</mark>

You're awesome! 😳 ┢