

MOODLE : Tutorial no.4

How to enable students to access your Moodle course page and its contents
(generate and send a registration key + forward the course page's web address)

*To Support Online and Blended Teaching & Learning at the
University of Geneva*



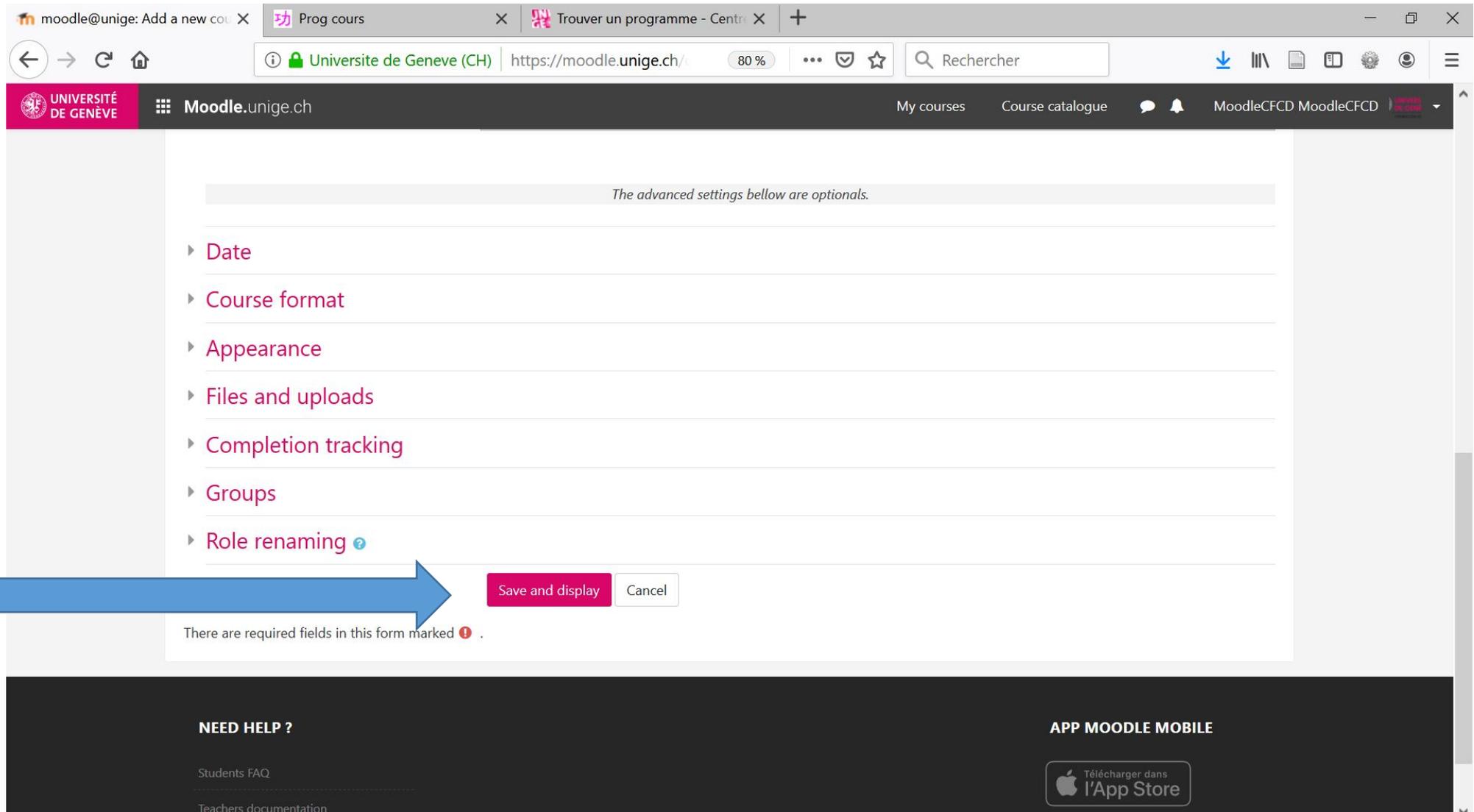
**UNIVERSITÉ
DE GENÈVE**

Students **are not automatically enrolled** in your course on Moodle : this tutorial will show you how to set an enrolment key and what information you will have to communicate to them in order to enable them to enrol into your online course on Moodle.



**UNIVERSITÉ
DE GENÈVE**

Reminder: in previous stages you created your Moodle course page and clicked on « Save and display »:



The screenshot shows a web browser window with the Moodle course settings page. The browser tabs include 'moodle@unige: Add a new cou...', 'Prog cours', and 'Trouver un programme - Centr...'. The address bar shows 'Universite de Geneve (CH) https://moodle.unige.ch/'. The page header includes the University of Geneva logo and 'Moodle.unige.ch'. The main content area has a grey bar with the text 'The advanced settings below are optional.' Below this is a list of settings categories: Date, Course format, Appearance, Files and uploads, Completion tracking, Groups, and Role renaming. At the bottom of the settings area are two buttons: 'Save and display' (highlighted in pink) and 'Cancel'. A large blue arrow points from the left side of the image towards the 'Save and display' button. Below the buttons, a message reads 'There are required fields in this form marked [red icon] .'. The footer contains 'NEED HELP?' with links for 'Students FAQ' and 'Teachers documentation', and 'APP MOODLE MOBILE' with a button to 'Télécharger dans l'App Store'.

You then arrived on the « Participants » section

Moodle.unige.ch My courses Course catalogue  

Tutorial nr. 4: Student enrollment

[Tuto4_enrollment](#) / [Participants](#)

Participants

No filters applied



Search keyword or select filter Enrol users

Number of participants: 0

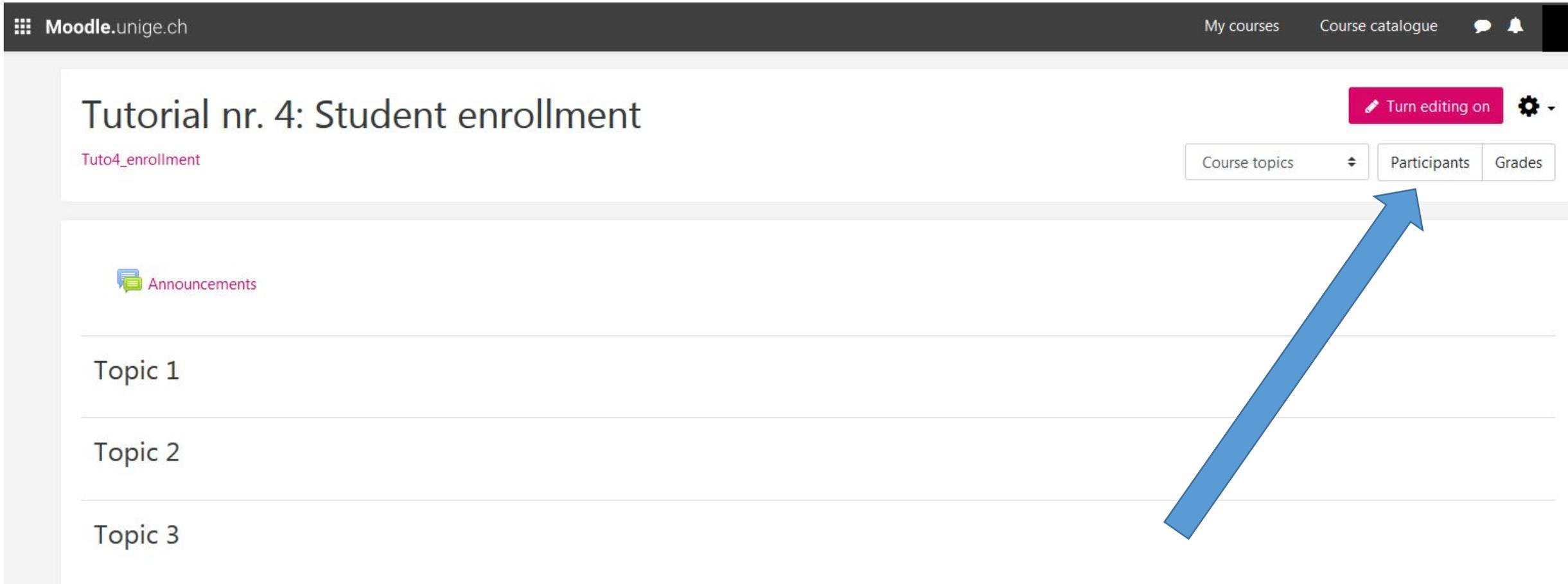
Nothing to display

 **Caution:** to unenroll all students, use the "reset" function. More info [here](#).

Select all Deselect all  With selected users... Choose...

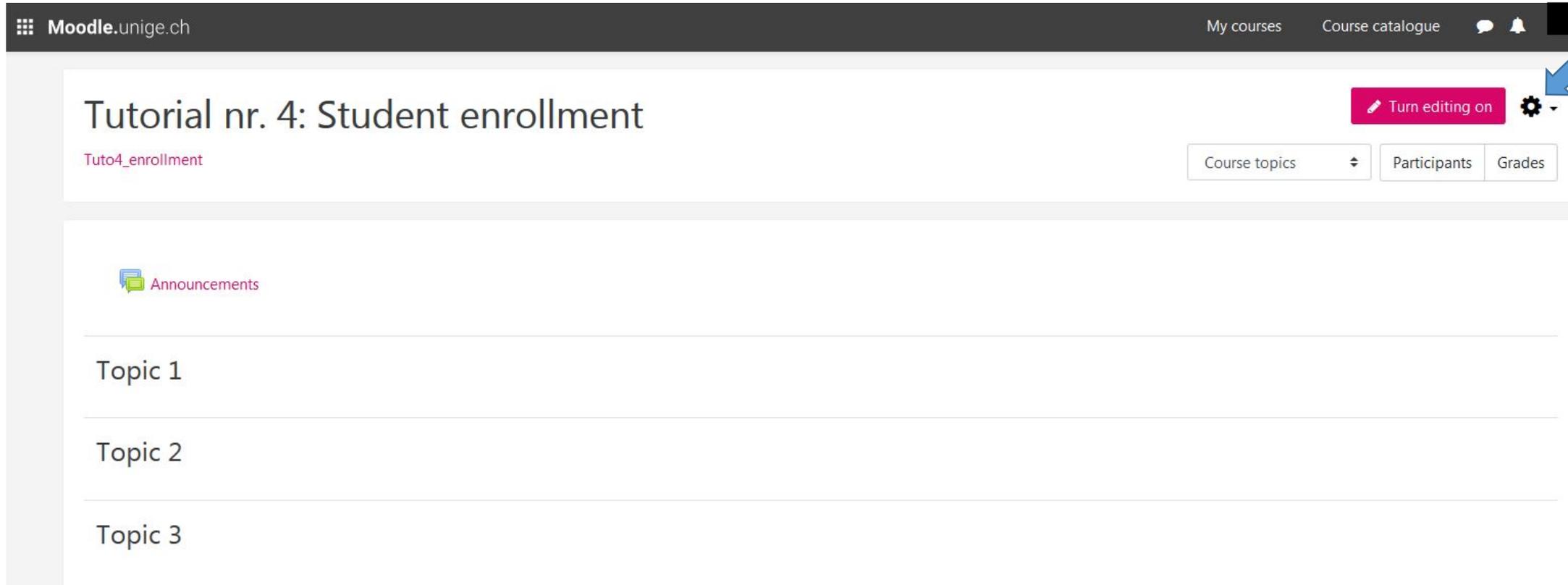
Proceed to course contentEnrol users

You can also access the « Participants » section from the course content page by clicking on the tab « Participants » at the top right of the page



The screenshot shows the Moodle interface for a course titled "Tutorial nr. 4: Student enrollment". The page header includes the Moodle logo and URL "Moodle.unige.ch", along with navigation links for "My courses" and "Course catalogue". A "Turn editing on" button is visible in the top right corner. Below the course title, there is a navigation menu with three tabs: "Course topics", "Participants", and "Grades". A blue arrow points to the "Participants" tab, indicating that it is the target of the instruction. The main content area shows a list of topics: "Topic 1", "Topic 2", and "Topic 3".

Step 1. On the page «Participants», click on the small wheel at the top right of the page



The screenshot shows the Moodle interface for a course titled "Tutorial nr. 4: Student enrollment". The page header includes the Moodle logo and the URL "Moodle.unige.ch". In the top right corner, there are links for "My courses" and "Course catalogue", along with notification icons. Below the header, the course title "Tutorial nr. 4: Student enrollment" is displayed, with a pink "Turn editing on" button and a settings gear icon to its right. A blue arrow points to the gear icon. Below the title, there are tabs for "Course topics", "Participants", and "Grades". The "Participants" tab is currently selected. Underneath, there is an "Announcements" section with a speech bubble icon. Below that, there are three topic sections labeled "Topic 1", "Topic 2", and "Topic 3", each separated by a horizontal line.

Step 2. Choose the option «Self enrolment (Student)»

Moodle.unige.ch My courses Course catalogue

Tutorial nr. 4: Student enrollment

Tuto4_enrollment / Participants

Participants

No filters applied

Search keyword or select filter ▼

Number of participants: 0

Nothing to display

Caution: to unenroll all students, use the "reset" function. More info [here](#).

Select all Deselect all With selected users... Choose...

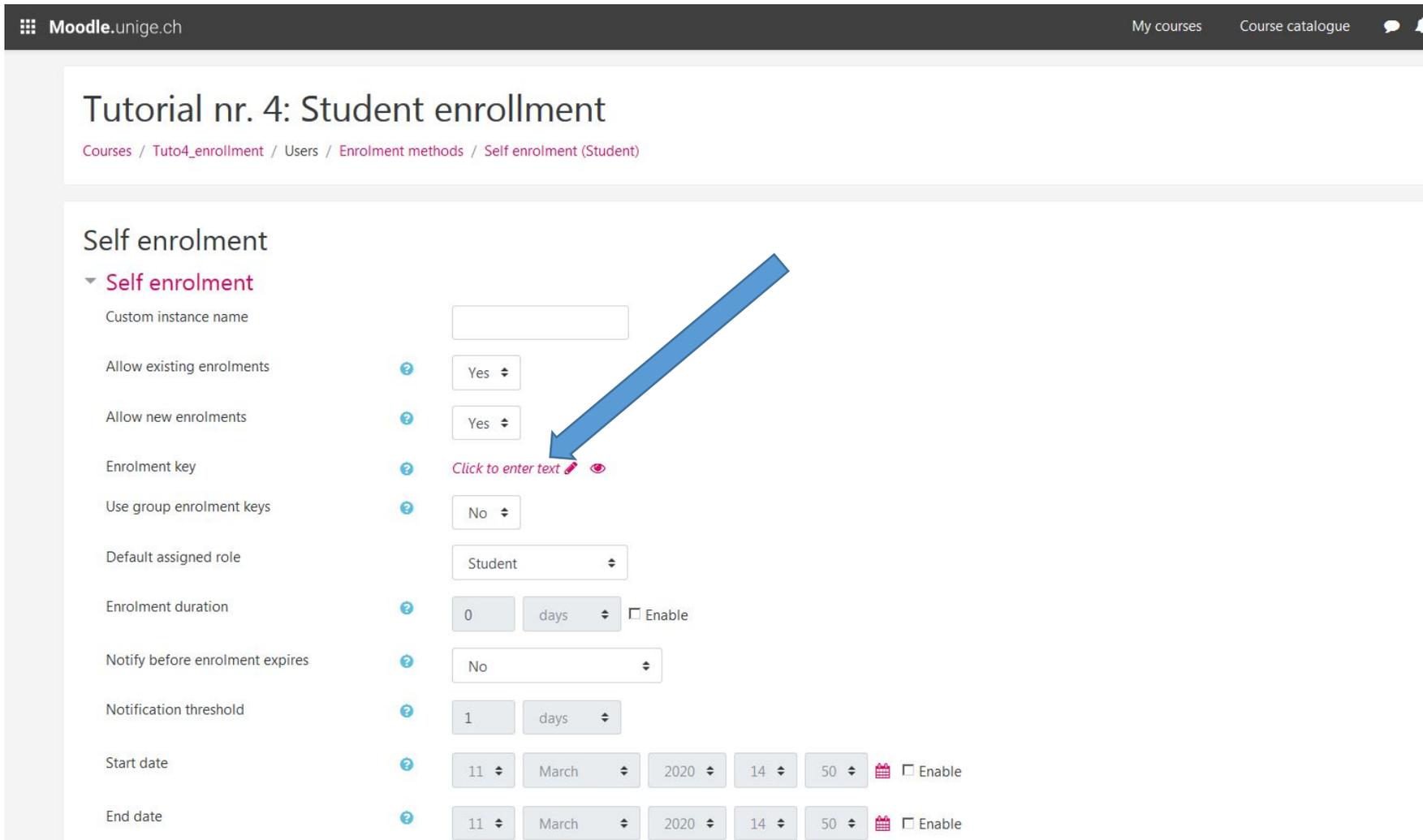
Proceed to course content Enrol users

- Enrolled users
- Enrolment methods
 - Manual enrolments
 - Self enrolment (Student)**
- Groups
- Permissions
 - Check permissions
- Other users



Step 3. In the section «Enrolment key», click and enter your chosen code

This code is not meant as a security code, the most important aspect is that it should be remembered easily. You can mix up numbers, letters and signs. Example : M1CoursePage1x.



The screenshot shows the Moodle interface for a course titled "Tutorial nr. 4: Student enrollment". The breadcrumb trail is "Courses / Tuto4_enrollment / Users / Enrolment methods / Self enrolment (Student)". The "Self enrolment" section is expanded to show "Self enrolment" settings. A blue arrow points to the "Enrolment key" field, which contains the text "Click to enter text" and a red eye icon. Other settings include "Custom instance name", "Allow existing enrolments" (Yes), "Allow new enrolments" (Yes), "Use group enrolment keys" (No), "Default assigned role" (Student), "Enrolment duration" (0 days), "Notify before enrolment expires" (No), "Notification threshold" (1 days), and "Start date" and "End date" (11 March 2020, 14 50).

Moodle.unige.ch My courses Course catalogue

Tutorial nr. 4: Student enrollment

Courses / Tuto4_enrollment / 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 Student
 - Enrolment duration 0 days Enable
 - Notify before enrolment expires No
 - Notification threshold 1 days
 - Start date 11 March 2020 14 50 Enable
 - End date 11 March 2020 14 50 Enable

Step 3-1. You can view your code at any moment by clicking on the eye on the right side of the text box

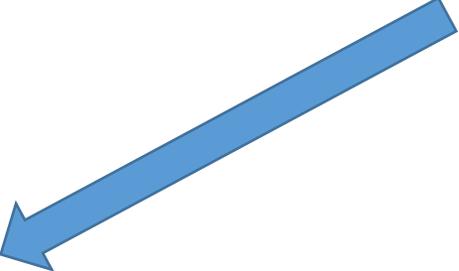
Moodle.unige.ch My courses Course catalogue

Tutorial nr. 4: Student enrollment

[Courses](#) / [Tuto4_enrollment](#) / [Users](#) / [Enrolment methods](#) / [Self enrolment \(Student\)](#)

Self enrolment

- Self enrolment
 - Custom instance name
 - Allow existing enrolments
 - Allow new enrolments
 - Enrolment key 
Press enter to save changes
 - Use group enrolment keys
 - Default assigned role
 - Enrolment duration Enable
 - Notify before enrolment expires
 - Notification threshold
 - Start date Enable
 - End date Enable



Step 3-2. This way, you can view the full code, copy it, and forward it to your students!

Moodle.unige.ch My courses Course catalogue

Tutorial nr. 4: Student enrollment

[Courses](#) / [Tuto4_enrollment](#) / [Users](#) / [Enrolment methods](#) / [Self enrolment \(Student\)](#)

Self enrolment

▼ **Self enrolment**

Custom instance name

Allow existing enrolments

Allow new enrolments

Enrolment key  

Use group enrolment keys

Default assigned role

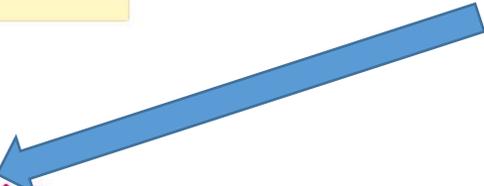
Enrolment duration Enable

Notify before enrolment expires

Notification threshold

Start date  Enable

End date  Enable



Step 4. Scroll down to the bottom of the page and click on «Save changes»

Moodle.unige.ch My courses Course catalogue 🗨 🔔

Start date ? 11 March 2020 14 50 📅 Enable

End date ? 11 March 2020 14 50 📅 Enable

Unenrol inactive after ? 1000 days ▾

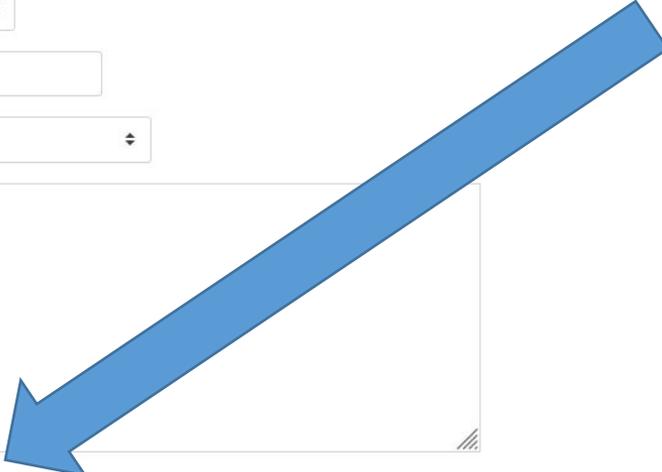
Max enrolled users ? 0

Send course welcome message ? No ▾

Custom welcome message ?

Save changes Cancel

[Moodle Docs for this page](#)



NEED HELP ?

[Students FAQ](#)

[Teachers documentation](#)

[IT helpdesk](#)

APP MOODLE MOBILE



Step 5. You are now on the page « Enrolment methods ». If you wish to return to the course's content page, click on the course page's shortened name in the Moodle navigation bar.

Moodle.unige.ch My courses Course catalogue  

Tutorial nr. 4: Student enrollment

[Courses](#) / [Tuto4_enrollment](#) / [Users](#) / [Enrolment methods](#)

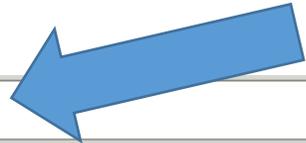
Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	0	↓	   
Self enrolment (Student)	0	↑	  

Add method

Step 6. You are now on the course's content page.

The course page's web address can be found on your browser's navigation bar: write it down so that you can forward it to your students

A screenshot of a Moodle course page. The browser's address bar shows the URL: https://moodle.unige.ch/course/view.php?id=7190. The page header includes the Moodle.unige.ch logo, navigation links for 'My courses' and 'Course catalogue', and a search bar labeled 'Rechercher'. The main content area features the title 'Tutorial nr. 4: Student enrollment' with a 'Turn editing on' button and a settings gear icon. Below the title are buttons for 'Course topics', 'Participants', and 'Grades'. The course content is organized into sections: 'Announcements', 'Topic 1', 'Topic 2', and 'Topic 3'.

https://moodle.unige.ch/course/view.php?id=7190

80 %

Rechercher

Moodle.unige.ch

My courses Course catalogue

Tutorial nr. 4: Student enrollment

Tuto4_enrollment

Turn editing on

Course topics Participants Grades

Announcements

Topic 1

Topic 2

Topic 3

Step 7. You can now forward your Moodle course page's web address as well as the enrolment key to your students! For example:

<https://moodle.unige.ch/course/view.php?id=7190>

Enrolment key: Tuto4_2020

Specific information designed for students (e.g. how to enrol into a Moodle course etc.) is available on Moodle's homepage:

<https://moodle.unige.ch/course/view.php?id=2094>



**UNIVERSITÉ
DE GENÈVE**

**You can now enable students to access your Moodle
course page and its contents**

***(generate and send a registration key + forward the
course page's web address)***

Other Moodle tutorials are available on our dedicated page



Conception/rédaction: Patrizia Birchler Emery (CFCD)

Adaptation vidéo: Jue Wang Szilas (CFCD)

Relecture/édition: Raphaël Zaffran (CFCD)



**UNIVERSITÉ
DE GENÈVE**