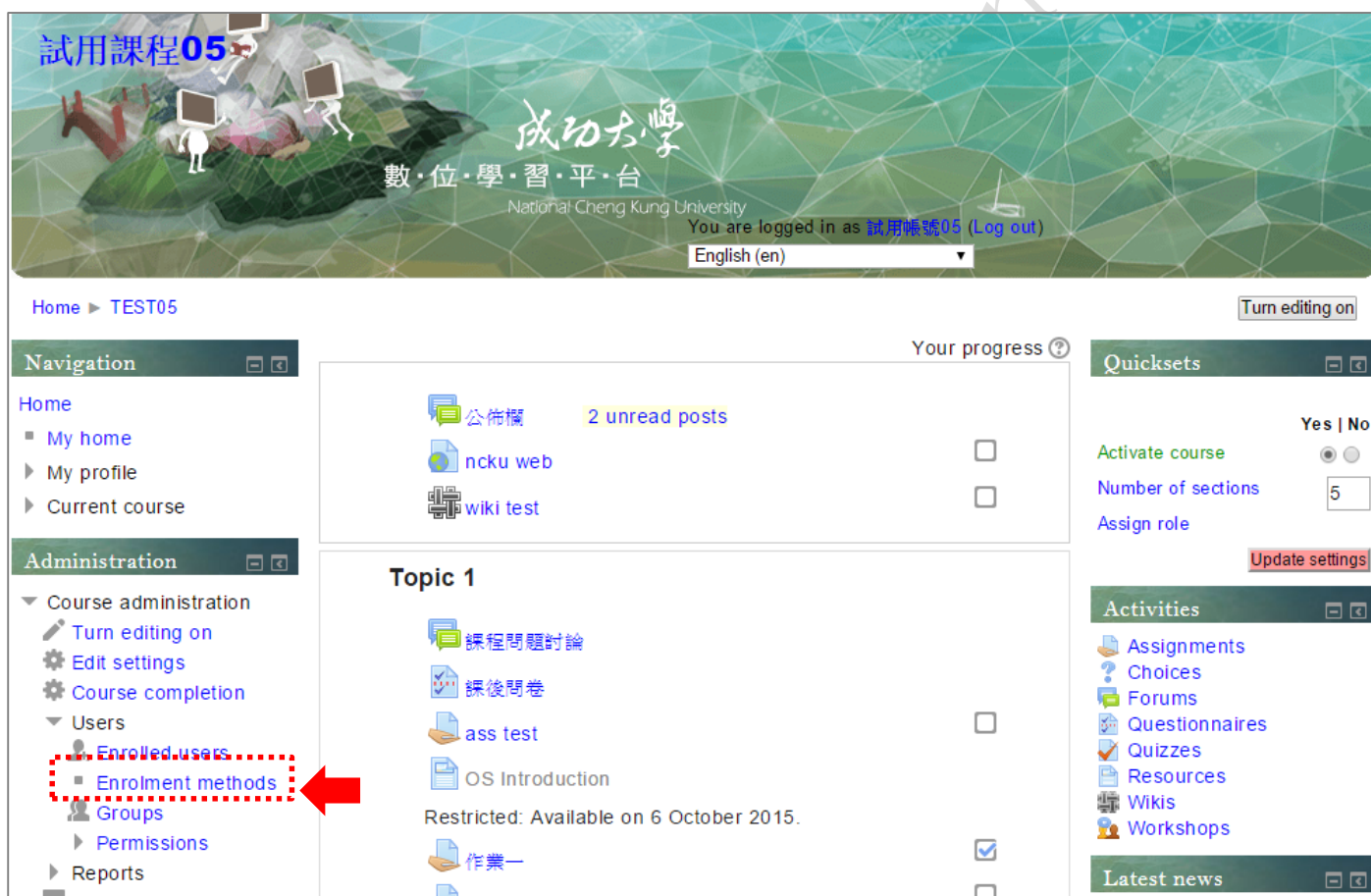# NCKU Moodle Instruction Manual – Self enrollment

The course participants are automatically synchronize from course enrollment system. The course default allows the enrollment students to access it. If teacher let someone to enroll course by themselves, please refer this document.

[Note] The courses you joined in moodle do not mean you have enroll that course in enrollment system. The enrollment data is based on enrollment system.

I. Self enrollment

Teacher can activate "self enrollment" feature. It lets students can enroll course by this method. This method only suitable for the student who has the account of NCKU moodle.

1. " Administration " block → Course Administration → Users → Enrolment methods

2. Select "Self enrolment" in the select menu to get setting.

3. Setting Page

Self enrolment

(1) Enable existing enrolments

If you want to let student self enrollments, set as "Yes".

(2) Allow new enrolments

If you want to let student self enrollments, set as "Yes".

(3) Enrolment key

Conditionally enrollments. Only the one who know the key can enroll the course. If this entry is set as null, it means everyone can enroll this course.

【Note】It has no effect on the users who already have enrolled course.

(4) Start/End date

Setting the available enrollment date.

Click "Add method" button at the bottom to save the setting.

II. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024、61029.