

# NCKU Moodle Instruction Manual – Self enrollment

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NCKU Moodle Instruction Manual

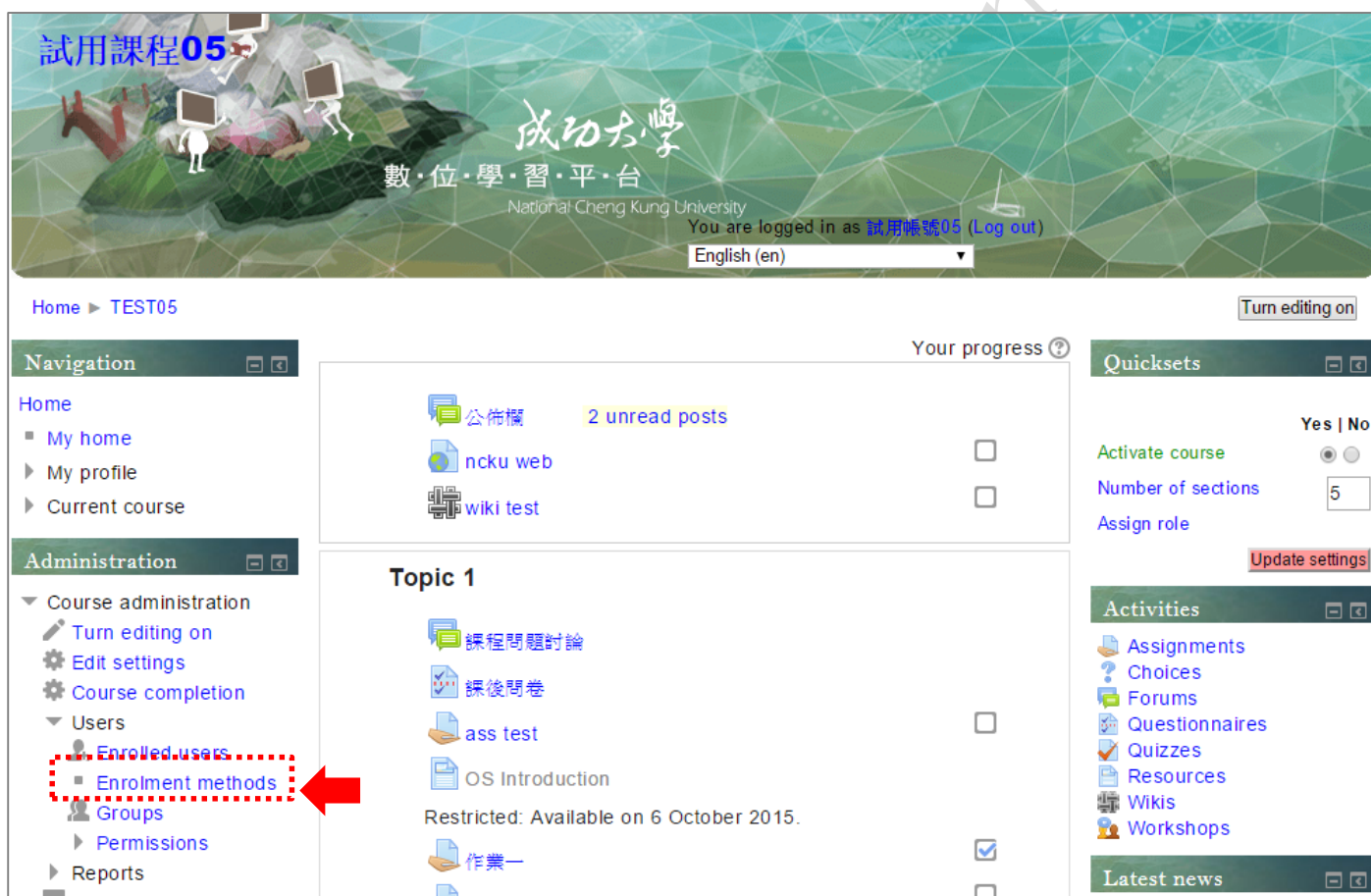
The course participants are automatically synchronize from course enrollment system. The course default allows the enrollment students to access it. If teacher let someone to enroll course by themselves, please refer this document.

[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



The screenshot shows the Moodle course administration interface for 'TEST05'. The 'Administration' block is expanded, and the 'Enrolment methods' option is highlighted with a red dashed box and a red arrow. The interface includes a navigation menu, a 'Your progress' section with '2 unread posts', and a 'Quicksets' section with 'Activate course' and 'Number of sections' set to 5. The 'Activities' section lists various course activities like Assignments, Quizzes, and Wikis.

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

### Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	9	↓	✕ ⦿ ⚙️ ⚙️
External database	1	↑ ↓	
Guest access	0	↑	✕ ⦿

Add method

- Choose...
- Self enrolment

### 3. Setting Page

### Self enrolment

▼ Self enrolment

Custom instance name

Enable existing enrolments  (1)

Allow new enrolments  (2)

Enrolment key   Unmask (3)

Use group enrolment keys

Default assigned role

Enrolment duration  days  Enable

Notify before enrolment expires

Notification threshold  days

Start date     Enable (4)

End date     Enable

(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

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

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