

NCKU Moodle Instruction Manual – Guest access

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NCKU Moodle Instruction Manual

I. Guest access

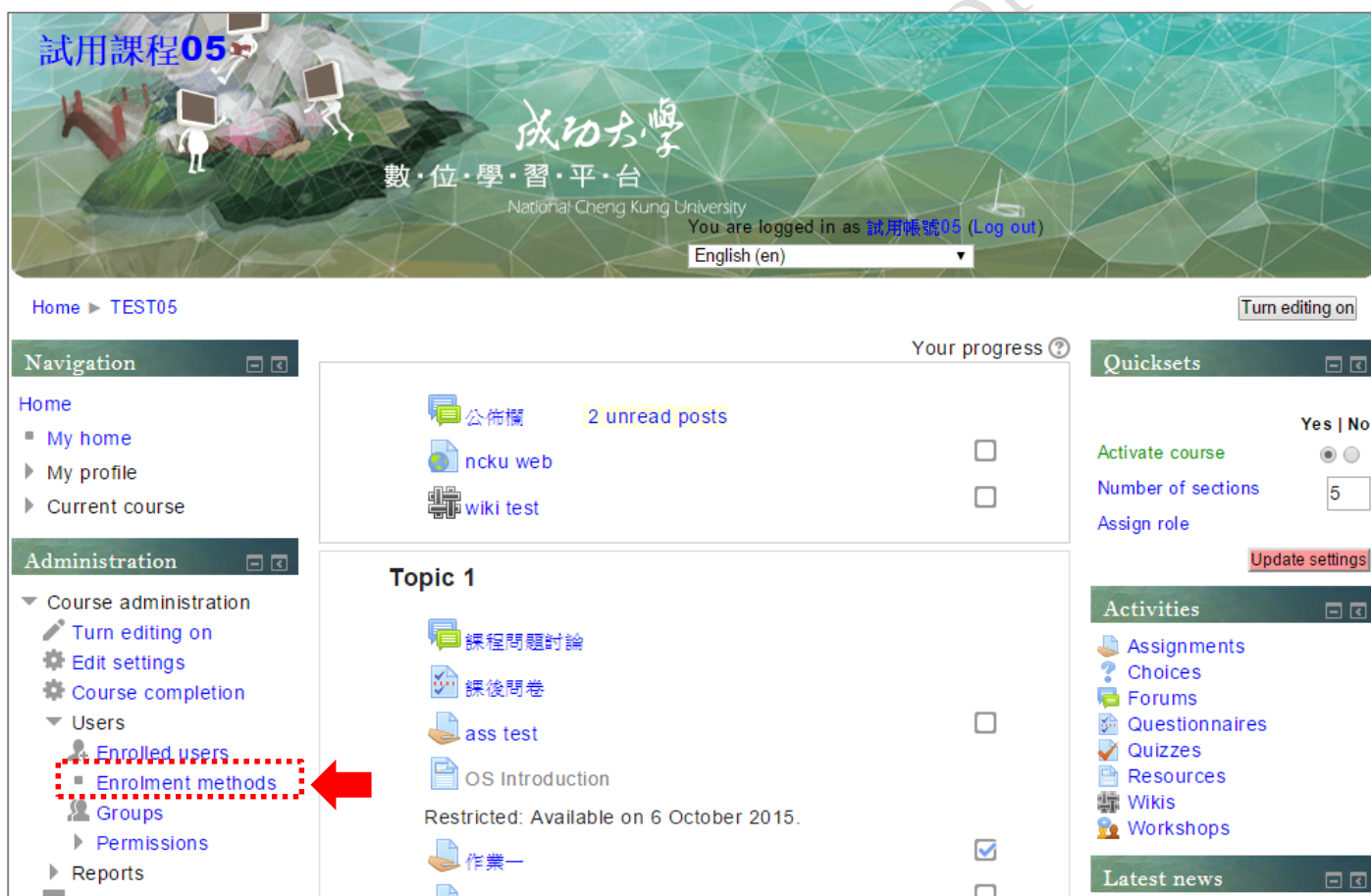
If the course has the following requires, please enable the “Guest access” feature. This feature is suitable for the course which needs to open for non-staff or student of NCKU.

- Course is totally open, password is not required.
- Conditionally open to for non-staff or student of NCKU.

This feature allows someone to access course as guest, so can only view the resource and not join the activities. If it is in “Conditionally open” mode, it needs password to access the course.

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

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



The screenshot displays the Moodle course administration interface for 'TEST05'. The top navigation bar includes the course title '試用課程05', the NCKU logo, and the text '數·位·學·習·平·台' and 'National Cheng Kung University'. A user is logged in as '試用帳號05'. The main content area is divided into several sections: 'Navigation' (Home, My home, My profile, Current course), 'Administration' (Course administration, Users, Enrolled users, Enrolment methods, Groups, Permissions, Reports), 'Your progress' (2 unread posts, ncku web, wiki test), 'Topic 1' (課程問題討論, 課後問卷, ass test, OS Introduction, 作業一), 'Quicksets' (Activate course, Number of sections, Assign role), 'Activities' (Assignments, Choices, Forums, Questionnaires, Quizzes, Resources, Wikis, Workshops), and 'Latest news'. A red dashed box highlights the 'Enrolment methods' option in the 'Administration' block, with a red arrow pointing to it.

2. Add Guest access method

Enrolment methods

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

Add method

- Choose...
- Guest access**
- Self enrolment

3. After add it, click “Enable” button to enable it.

Enrolment methods

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

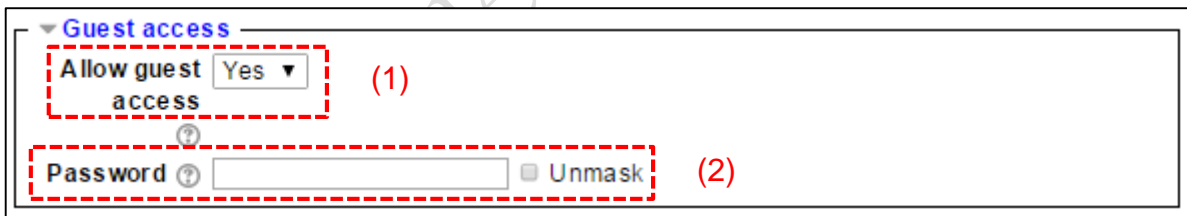
Add method

If you want to set a key, follow the step below.

4. "Administration" block → Course administration → Edit settings



5. Expand the “Guest access” setting block.



(1) Allow guest access

If you set as Yes, the user don't need to login and can access the course as guest.

(2) Password

Only one who know the password can access the course. Unmask feature can show the password you input.

After the setting, click “save” to complete the setting.

II. Contact Us

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