

## Enrolling Students Using Enrolment Key

1. Under Course Administration > Users > Click "Enrolment methods"
2. Ensure Student enrolment is available (if not, "Add method"). If grey, click "eye" to make function visible to students

### Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	✖ 👁 👤 🔑
Self enrolment (Student)	0	↑	✖ 👁 🔑

Add method

3. Under Course Administration > Users > Enrolment methods > Click “Self Enrolment”
4. Adjust settings as follows (red arrow where your enrollment key – password goes)

### Self enrolment

▼ Self enrolment

Custom instance name

Enable existing enrolments [?](#)

Allow new enrolments [?](#)

Enrolment key [?](#)  
  Unmask

Use group enrolment keys [?](#)

Default assigned role

Enrolment duration [?](#)  
 days  Enable

Notify before enrolment expires [?](#)

Notification threshold [?](#)  
 days

Start date [?](#)  
      Enable

End date [?](#)  
      Enable

Unenrol inactive after [?](#)

Max enrolled users [?](#)

Send course welcome message [?](#)

Custom welcome message [?](#)



5. Now, when you have your class all logged into Moodle, just have them click on your course. They will be asked for an enrolment key and you “write it on the board” for them to enter.
6. Suggestion: If you want to be a bit more secure, you can add a digit to the end of the password at the end of the class, effectively “closing the door” on other students who might be curious. If you have late arrivers, you can add them manually or adjust the password back (temporarily) for the latecomers.