

Open your ecourse page and follow the instructions below



Click on the tab - Participants



Course Settings **Participants** 1 Reports More ▾



2

Click here and dropdown menu opens

Enrolled users ▾

Enrol users

Enrolments

✓ Enrolled users

Enrolment methods

Role renaming

Groups

Groups

Groupings

Overview

Permissions

Permissions

Other users

Check permissions

Clear filters

Apply filters

3

Select this option

D E F G H I J K L M N O P Q R S T U V W X Y Z

D E F G H I J K L M N O P Q R S T U V W X Y Z

Email address

Roles

Groups

Last access to course

Status



[Maya Sharsheeva](#)

sharsheeva_m@auca.kg

[Teachers](#) ✎

No groups

33 secs

Active



Online Campus

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	🗑️ 👁️ 👤 ⚙️
Self enrolment (Students)	0	↑	🗑️ 👁️ ⚙️ ←

Add method

4 Click on the wheel icon

Contact us



Contact site support

You are logged in as Maya Sharsheeva (Log out)

Data retention summary

Get the mobile app



Online Campus

University Academic Activity > CTLT > Enrolment methods > Self enrolment (Students)

Self enrolment

Custom instance name

Keep current self enrolments active

Allow new self enrolments

Click here to enter and/or check an enrollment key

5

Enrolment key

Use group enrolment keys

Default assigned role

Enrolment duration days Enable

Notify before enrolment expires

Notification threshold days

6 Then scroll down and SAVE

