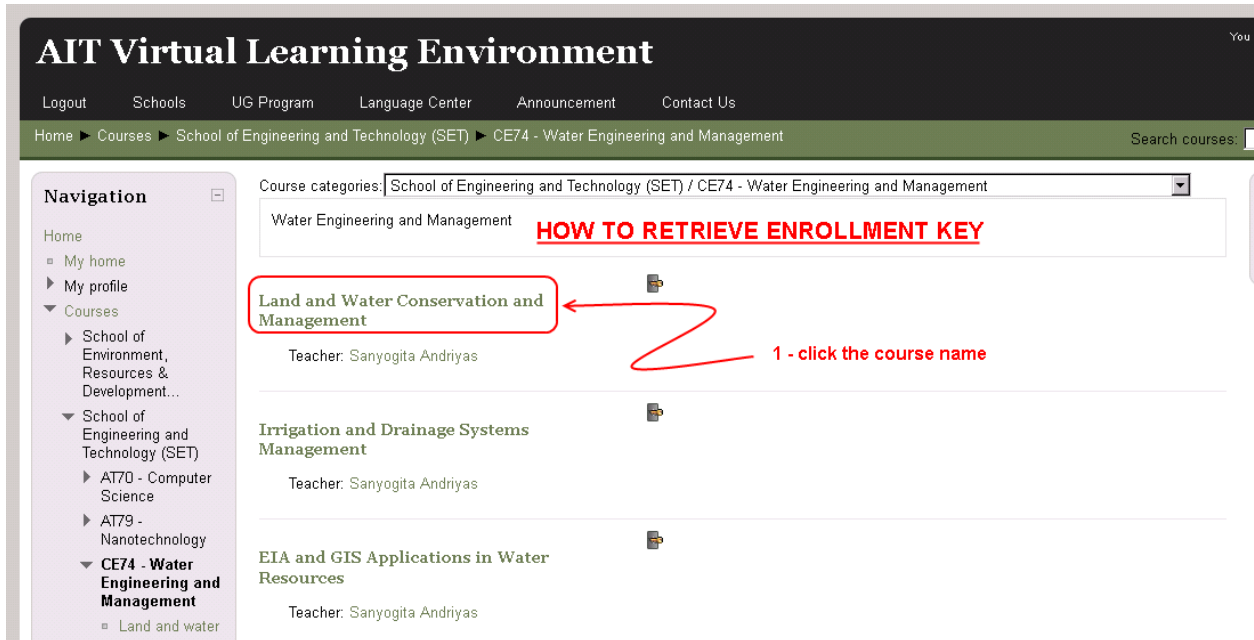


How to Retrieve Moodle's Self Enrolment Key

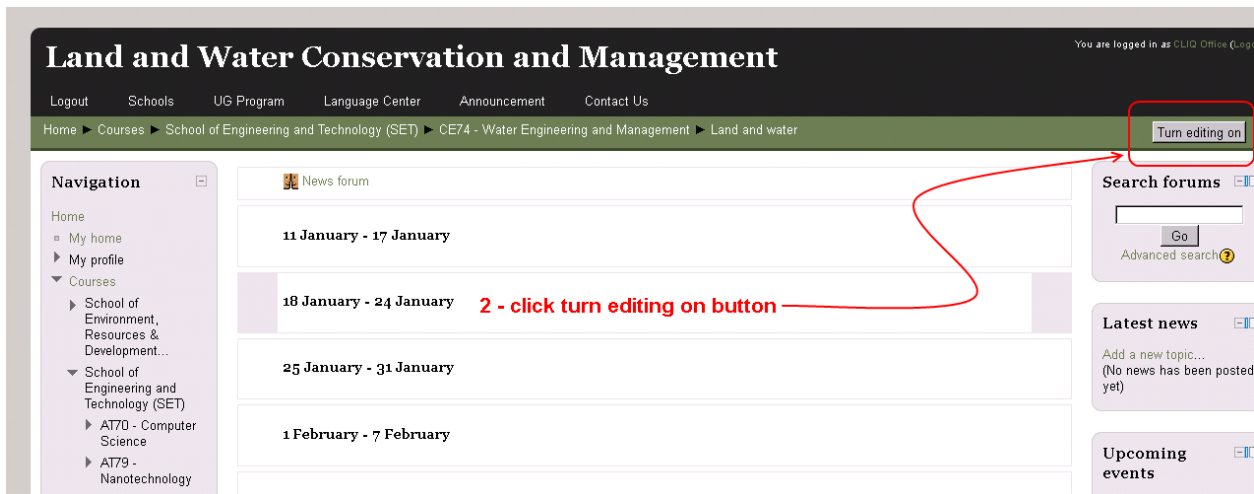
Step by Step Guide

1- click the course name



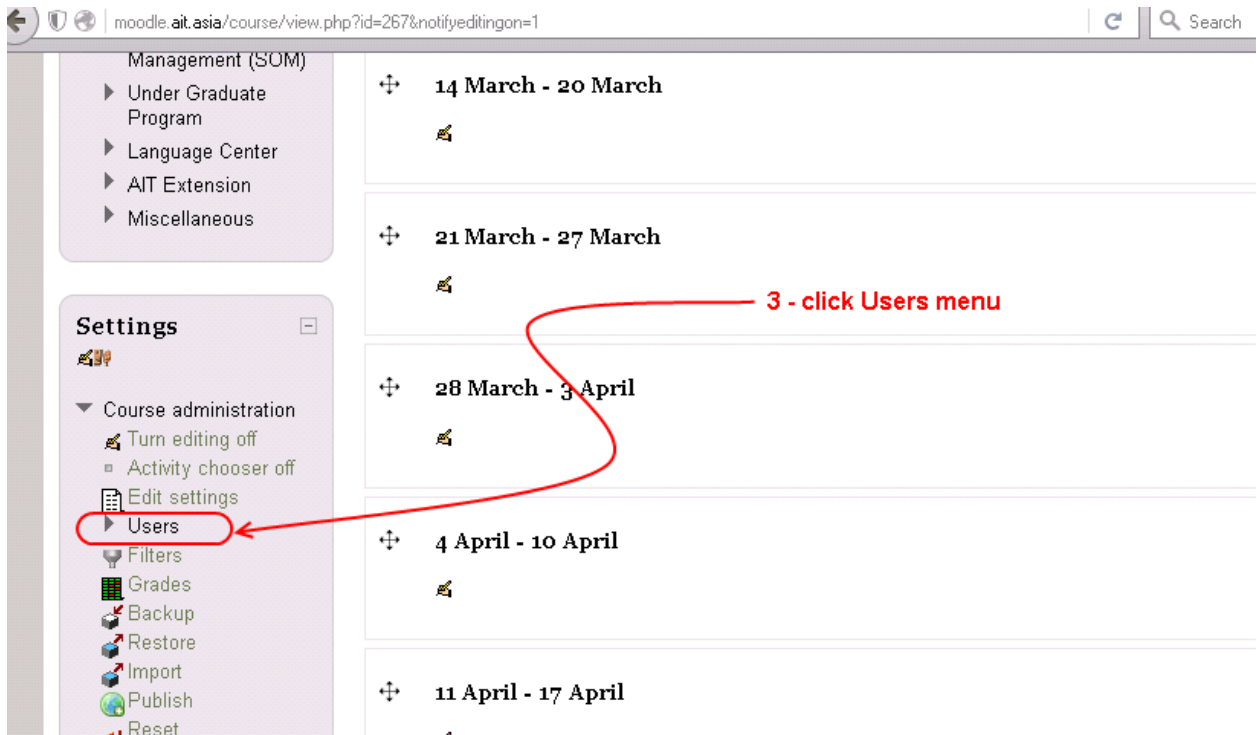
The screenshot shows the Moodle interface for the 'AIT Virtual Learning Environment'. The breadcrumb trail is 'Home > Courses > School of Engineering and Technology (SET) > CE74 - Water Engineering and Management'. A search bar contains 'Water Engineering and Management' and a red text overlay reads 'HOW TO RETRIEVE ENROLLMENT KEY'. A list of courses is displayed, with the first course, 'Land and Water Conservation and Management', highlighted by a red box. A red arrow points from the text '1 - click the course name' to this box. Other courses listed include 'Irrigation and Drainage Systems Management' and 'EIA and GIS Applications in Water Resources', all with the teacher 'Sanyogita Andriyas'.

2- click turn editing on button

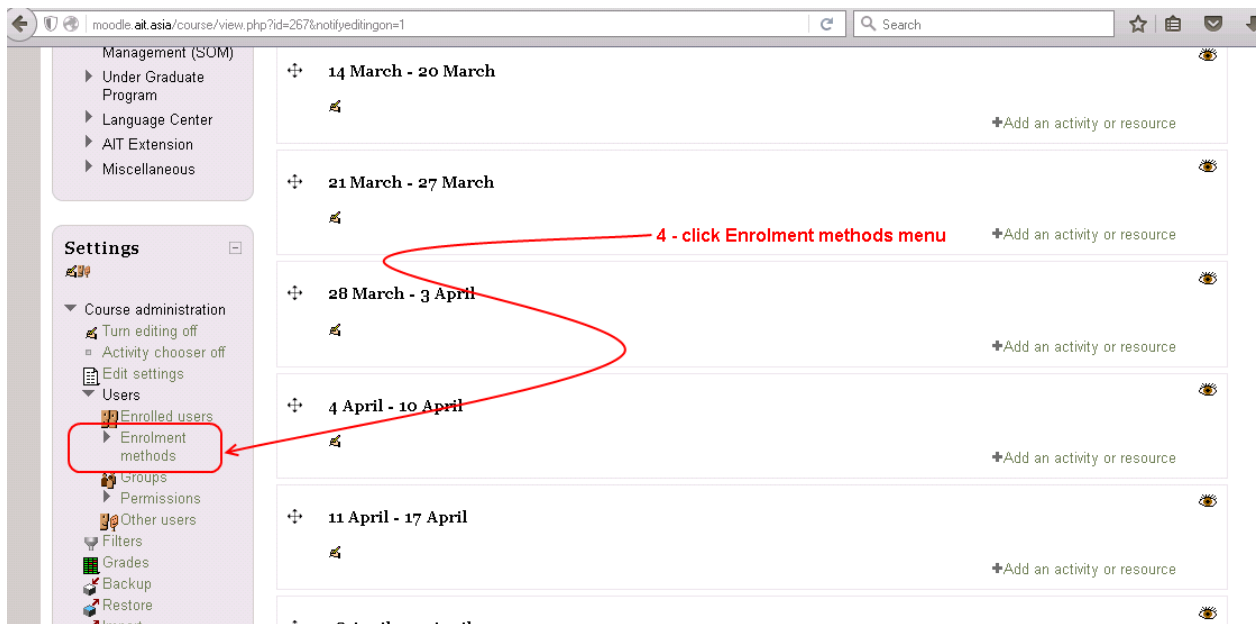


The screenshot shows the Moodle course page for 'Land and Water Conservation and Management'. The breadcrumb trail is 'Home > Courses > School of Engineering and Technology (SET) > CE74 - Water Engineering and Management > Land and water'. A 'Turn editing on' button is highlighted with a red box in the top right corner. A red arrow points from the text '2 - click turn editing on button' to this button. The main content area shows a 'News forum' with a list of topics: '11 January - 17 January', '18 January - 24 January', '25 January - 31 January', and '1 February - 7 February'. The right sidebar contains 'Search forums', 'Latest news', and 'Upcoming events' sections.

3- click Course menu under Course Administration menu



4- click Enrolment methods menu



5- click Self enrolment (Student) edit icon

Land and Water Conservation and Management

Logout Schools UG Program Language Center Announcement Contact Us

Home Courses School of Engineering and Technology (SET) CE74 - Water Engineering and Management Land and water Users Enrolment methods

Navigation

- Home
 - My home
 - My profile
 - Courses
 - School of Environment, Resources & Development...
 - School of Engineering and Technology (SET)
 - AT70 - Computer Science
 - AT79 - Nanotechnology

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	✕ ↕ ↻
Self enrolment (Student)	0	↑	✕ ↕ ↻

Add method Choose...

5 - click Self enrolment (Student) edit icon

6- Enrolment key is shown under Self Enrolment

Land and Water Conservation and Management

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 - CE74 - Water Engineering and Management
 - Land and water

Self enrolment

Custom instance name

Allow self enrolments ? Yes

Enrolment key ? Unmask

Use group enrolment keys ? No

Default assigned role Student

Enrolment duration ? 0 days Enable

Start date ? 21 January 2016 Enable

End date ? 21 January 2016 Enable

Unenrol inactive after ? Never

Max enrolled users ? 0

Send course welcome message ?

Custom welcome message ?

Self enrolment

6 - Enrolment key is found under Self enrolment

7- click Unmask check box to show the Enrollment key

The screenshot shows the Moodle course page for "Land and Water Conservation and Management". The page title is "Land and Water Conservation and Management". The navigation menu includes "Logout", "Schools", "UG Program", "Language Center", "Announcement", and "Contact Us". The breadcrumb trail is "Home > Courses > School of Engineering and Technology (SET) > CE74 - Water Engineering and Management > Land and water > Users > Enrolment methods >".

The "Self enrolment" settings are displayed on the right side of the page. The settings include:

- Custom instance name: [text input]
- Allow self enrolments: Yes [dropdown]
- Enrolment key: mykey [text input] Unmask [checkbox]
- Use group enrolment keys: No [dropdown]
- Default assigned role: Student [dropdown]
- Enrolment duration: 1 days [dropdown] Enable [checkbox]
- Start date: 21 January 2016 [dropdowns] Enable [checkbox]
- End date: 21 January 2016 [dropdowns] Enable [checkbox]
- Unenrol inactive after: Never [dropdown]
- Max enrolled users: 0 [text input]
- Send course welcome message:
- Custom welcome message: [text input]

A red circle highlights the "Enrolment key" field and the "Unmask" checkbox. A red arrow points from the text "7 - click Unmask check box to show the Enrolment Key" to the "Unmask" checkbox.