

OpenKGUMSB

**STUDENT ENROLLMENT
MANUAL FOR
TEACHERS**



OpenKGUMSB Teacher Enrollment Manual

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Department:	KGUMSB
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For:	OpenKGUMSB Teachers

Student Enrollment

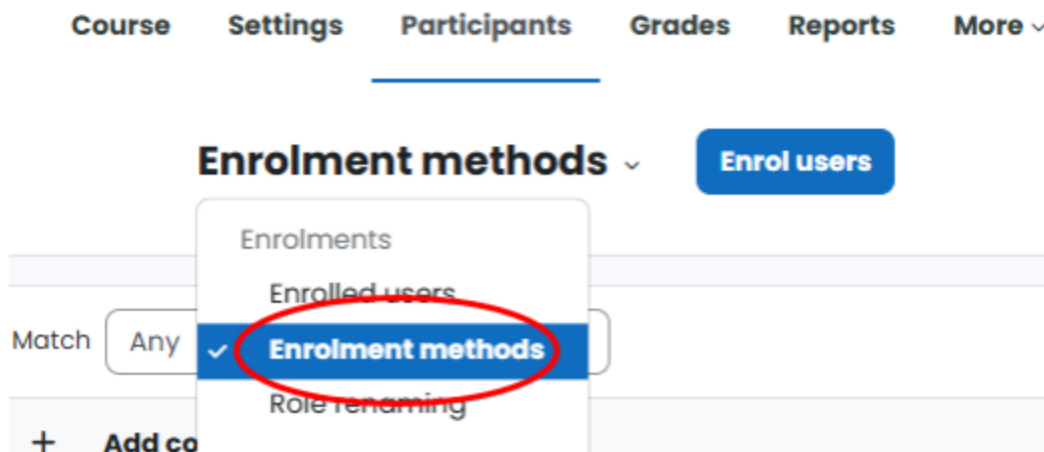
Enrolment is the process of making users as participants in the course, in other words, assigning them a role such as a student or a teacher. A user can be enrolled in a course either by manual enrolment or self-enrolments

1. Manual Enrollment

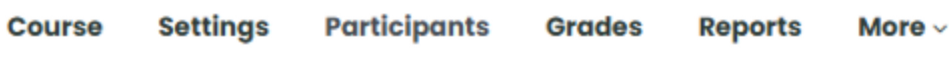
Get into the course and click on the participants tab



Click on the Enrolment methods menu to view the various enrolments methods



For individual manual enrolment, click on the Enrol users button



Enrolment methods ▾

Enrol users

Select users ✕ Kencho Peldon kelcho1984@gmail.com

Type to search for a name → kencho ▾

Select cohorts No selection

Search ▾

Assign role Student ⇅

Show more...

Cancel Enrol selected users and cohorts

For cohort enrolment, select the cohorts from the list

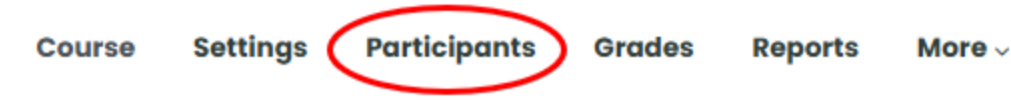
Select the role to be assigned for the above user.

Once done with selecting the user and assigning the role, click on the *Enrol selected users and cohorts* button.

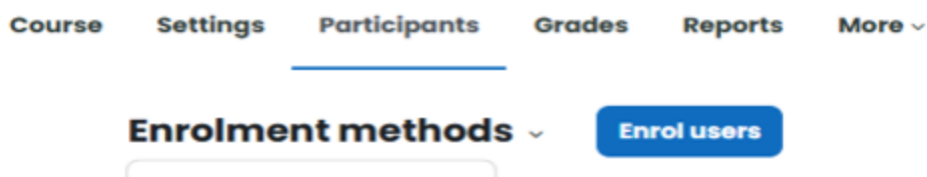
2. Self-enrolment

This allows users to enrol themselves into a course, either directly or via an enrolment key (“course password”). The teacher does not then have to manually add participants.

Click on the *Participants* tab as shown below.



Then go to the Enrolment methods menu





Click on the closed eye button to enable Self enrolment feature and then click on the settings gear icon.

Enrolment methods ▾

Name	Users	Up/Down	Edit
Manual enrolments	14	↓	
Self enrolment (Student)	0	↑ ↓	
Guest access	0	↑	

Self enrolment

Custom instance name ← Give instance name.

Keep current self enrolments active Yes ▾

Allow new self enrolments Yes ▾

Enrolment key ← Set an enrolment key "course_password"

Use group enrolment keys No ▾

Default assigned role ▾

Enrolment duration days ▾ Enable ← Enable and add duration

Notify before enrolment expires ▾

Notification threshold days ▾

Start date Enable ▾ ▾ ▾ ▾ ▾ ← Enable and set the start and end date for enrolment.

End date Enable ▾ ▾ ▾ ▾ ▾

Max enrolled users ← Set the maximum number of users if required

Only cohort members No ← If required, you can set the enrolment restriction to members of a specified cohort only

Send course welcome message From the no-reply address ▾

Custom welcome message ← Setting this will send a welcome message to the user's registered email address.

Dear {\$a->fullname}, you have successful

Accepted formats: Plain text or Moodle-auto

- Course name {\$a->courasename}
- Link to user's profile page {\$a->profileurl}
- User email {\$a->email}
- User fullname {\$a->fullname}
- User first name {\$a->firstname}
- User last name {\$a->lastname}
- User course role {\$a->courserole}

Save changes

Cancel