

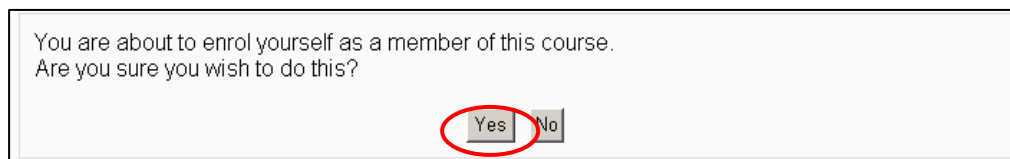
Borders College VLE: Course Enrolment

This guide offers a quick ‘how to’ on enrolling students onto your course area within Moodle.

The Standard Process

As a general rule, students **should be expected to enrol themselves** onto any course area within Moodle. The main reasons for this are that it minimises the effort required by everyone involved in the process and does not completely restrict the variety of learning access available. This can be achieved as follows:

1. Ensure that the students are logged into Moodle.
2. Have the students navigate to your course area. This can be done using the menu system or hotlink icons from the home page.
3. Assuming the course has been made available for student access (this can be done through the course settings) the students will see the following when they click to enter your course.



When this message appears asking the students if they wish to enrol onto the course, they should select ‘Yes’ to proceed to your course area. This message will only appear the first time they access your course area and, having completed this process, your students should now be able to view your course and it will create a shortcut under their “My Courses” section for future use.

The Manual Process

This is a process that can be carried out by the person who has the role of ‘lecturer’ in editing rights to the course. To manually enrol your students:

1. Within your course, go to the ‘Administration’ block (usually located down the left-hand side of your course space) and select the ‘Assign Roles’ link.



- Under the 'Assign Roles' page you will see the following. Select the 'Student' link from the 'Roles' column.

Roles	Description	Users
Administrator	Administrators can usually do anything on the site, in all courses.	0
Course creator	Course creators can create new courses and teach in them.	0
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	1
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0
Student	Students generally have less privileges within a course.	0
Guest	Guests have minimal privileges and usually can not enter text anywhere.	0

- You will then see a list of all potential users, where you can search for your students by name. When you find the student you wish to enrol, simply select or highlight their name and use the left-arrowed button to add to your course.

Type your search here...

0 existing users

1 potential users

Search results (1)

James Henderson, jchen@borderscollege.ac.uk

James Henderson Search Show all

- You will see as you add any students to your course their name will appear over in the left-hand textbox and the number of 'existing users' will increase.

1 existing users

James Henderson, jchen@borderscollege.ac.uk

0 potential users

Search results (0)

Search Show all

You will feel at this point as if you should be saving these changes somewhere. However, there is no requirement to do this so simply navigate back to the course area rest assured that your students have now been added to your course.

This completes the process required for manually adding students to your course but it is advisable to double check with your students that they now can see your area under their “My Courses” section to conclude.

Enhanced Entry Schemes

The way in which you set up access to your course is, of course, entirely up to you. We **strongly recommend** that you allow the students to enrol themselves onto your course, but there may be other reasons for wanting extra levels of access enabled (e.g. if your course contains an assessment). You may have seen the following icons displayed as part of other course areas and they allow for guest users and passphrase access types.



Guest Users - The course will allow guest user browsing access.



Passphrase Key - The course requires a passphrase key for access.

Either of these items, and/or a combination of both, will allow some enhanced entry access schemes to be set up for your course area.

Note: You should notify [James Henderson](#) (Learning Technologist) if you wish to apply a more secure access scheme to your course area and you can discuss the best option or arrangement for your needs.