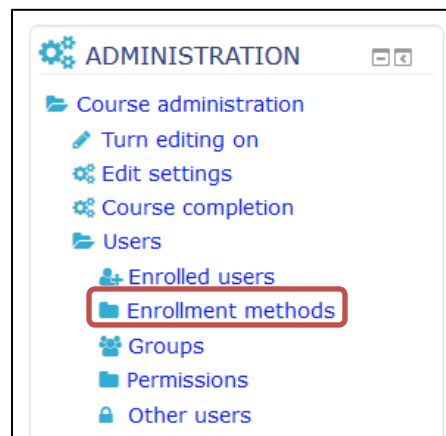


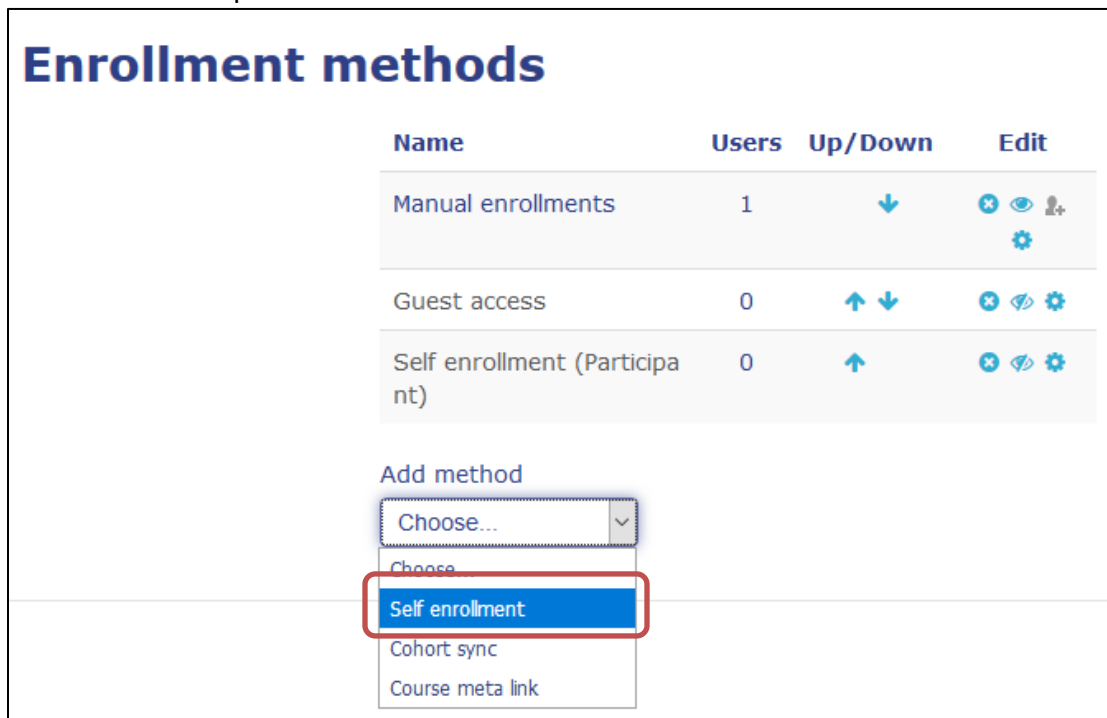
## Why Do This

Enabling self-enrollment allows users (students, faculty, staff, or external users) to enroll themselves in your Community container. Doing so can lead to fewer enrollment issues and less enrollment management for you. Not to worry, you have the ability to set an enrollment key so that not just anyone can access your container. You can even set group enrollment keys so that users who enroll with a specific key are automatically added to a designated group in the container.

1. While in your Community container, go to the **Administration** block and click on **Users** and then **Enrollment methods**.



2. From the **Add method** drop-down select **Self enrollment**.



The screenshot shows a configuration form for a self-enrollment method. It includes the following fields and options:

- 3 Custom instance name:** A text input field.
- Enable existing enrollments:** A dropdown menu set to "Yes".
- 4 Allow new enrollments:** A dropdown menu set to "Yes".
- 5 Enrollment key:** A text input field with an "Unmask" checkbox to its right.
- 6 Use group enrollment keys:** A dropdown menu set to "Yes".
- 7 Default assigned role:** A dropdown menu set to "Participant".

3. Enter the **Custom instance name** for this self-enrollment method. You would only need a new method if you want to change the key or any other setting for future enrollments. If you want users to be placed in designated groups when they enroll, you do not need to setup a different method for each group.
4. Leave “Enable existing enrollments” and “Allow new enrollments” set to **Yes**.
5. Enter the unique **Enrollment key**. Users will be required to enter this exact key in order to self-enroll.
6. If you want a user to be placed into a designated group when they enroll, set “**Use group enrollment keys**” to **Yes**. After setting up this self-enrollment method, you will then need to go to the Groups area and set the unique key for each group (see “Setting Up Group Enrollment Keys” section after Step 14).
7. Next, set the **Default assigned role**, which determines what role a user is assigned when they enroll. The role determines what permissions the user has in the course (editing, viewing, submitting, etc.). Most likely you will be setting this to **Participant** (analogous to the student role in Cougar Courses).

8 Enrollment duration  days  Enable

Notify before enrollment expires

Notification threshold  days

9 Start date       Enable

End date       Enable

10 Unenroll inactive after

11 Max enrolled users

12 Only cohort members

8. *Optional:* If you choose, you can have a user’s enrollment in the container only last a certain duration (in weeks, hours, minutes, or seconds). The clock starts as soon as they enroll. If so, check the Enable box for **Enrollment duration** and enter the duration. Along with this, you can have a user (or yourself) notified when a user’s enrollment is about to expire. To do so, select who you wish to be notified from the “**Notify before enrollment expires**” dropdown. Then set when you would like the notification to be sent out in “**Notification threshold.**”
9. *Optional:* If you enable a **Start date** and/or **End date** users will only be able to enroll themselves in the container during this time period. If not enabled, users can enroll themselves at any time.
10. *Optional:* Use the “**Unenroll inactive after**” setting to have users automatically unenrolled after a period of inactivity in the course.
11. *Optional:* “**Max enrolled users**” allows you to limit the number of users who can self-enroll. “0” means there is no limit.
12. Leave “Only cohort members” set to **No**.

13. *Optional*: If you want users to receive a welcome email after they enroll, check the box for **Send course welcome message** and enter your welcome message in the box for **Custom welcome message**. Click on the gray question mark to see what placeholders are available to use in the message (such as course name, user name, etc.).



Send course welcome message

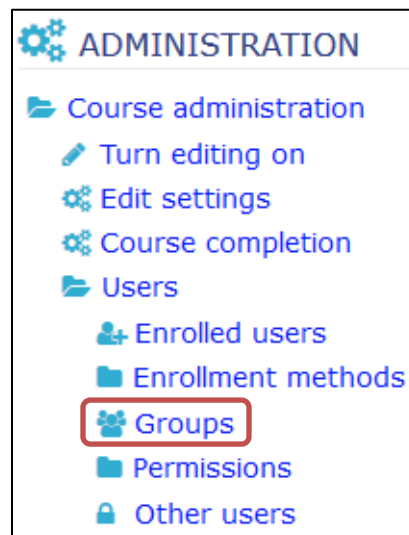
Custom welcome message ?

14. Finally, click **Add method**. Users can now self-enroll! (container must be visible).



## Setting Up Group Enrollment Keys

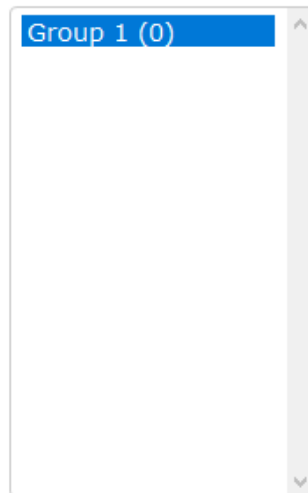
15. While on the course homepage of your Community container, go to the **Administration** block and click on **Users** and then **Groups**.



16. If you have not yet created groups, please see the help guide “Setting Up Groups and Groupings” under the Groups category on the [Faculty Guides page](#).

17. Select the group you want to set an enrollment key for and click “Edit group settings.”

Groups:

A scrollable list box with a white background and a grey border. The text 'Group 1 (0)' is displayed in blue. A vertical scrollbar is on the right side of the box.

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

18. Enter the unique key (password) for this group in the box for **Enrollment key** (check Unmask to make sure you entered the key correctly).

Enrollment key ?

A rectangular text input field with a light grey border and a white background.

Unmask

19. Click Save changes. Now, when a user enters that unique key when they self-enroll, they will automatically be placed in this group.

Save changes

Cancel

20. Repeat for each group.