



# **Teaching with Moodle: Student Enrolment**

**Laura Ricci**  
**Dipartimento di Informatica**  
**Università degli Studi di Pisa**

# HOW TO ENROL A NEW STUDENT

- Course set up
  - create a new course
  - enrol students to give them access to its resources/activities
  - add resources/activities
- For the time being, let us consider the case where access is restricted to the students/to other persons involved in the course
- To access a course, a student need:
  - the University of Pisa credentials
  - a password assigned to the course by the teacher
- Open access to guests: will be activated later

# HOW TO ENROL A STUDENT

- Open the course in the navigation menu, then in *Administration* go to *course administration, users, enrolment methods*

The screenshot displays the Moodle course administration interface. On the left, a navigation menu is visible under 'Current course' and 'Administration'. The 'Current course' menu includes 'LPR' with sub-items for 'Participants', 'Badges', 'General', and several date ranges from February to April. The 'Administration' menu includes 'Course administration' with sub-items for 'Turn editing off', 'Activity chooser off', 'Edit settings', and 'Users' (with further sub-items for 'Enrolled users', 'Enrolment methods', 'Groups', 'Permissions', and 'Other users').

The main content area shows a calendar view with seven rows, each representing a date range and containing a gear icon and a '+ Add an activity or resource' button. The date ranges are: 25 FEBRUARY - 3 MARCH, 4 MARCH - 10 MARCH, 11 MARCH - 17 MARCH, 18 MARCH - 24 MARCH, 25 MARCH - 31 MARCH, 1 APRIL - 7 APRIL, and 8 APRIL - 14 APRIL.

On the right side, there are three panels: 'Add a new topic...' (with a note that no news has been posted yet), 'Upcoming events' (stating there are no upcoming events and providing links to the calendar and new events), and 'Recent activity' (showing activity since Saturday, 21 September 2013, 2:13 PM and a link to the full report of recent activity). Below these is a 'NEW USERS:' section listing 'Laura Ricci'.

# HOW TO ENROL A STUDENT: ENABLE SELF ENROLMENT

**Navigation**

- Home
  - My home
  - Site pages
  - My profile
  - Current course
  - My courses

**Administration**

- Course administration
  - Turn editing off
  - Edit settings
    - Users
      - Enrolled users
      - Enrolment methods
      - Groups
      - Permissions
      - Other users

## Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	✕ 👁 👤
Guest access	0	↑ ↓	✕ ✎
Self enrolment (Student)	1	↑	✕ ✎ ⚙

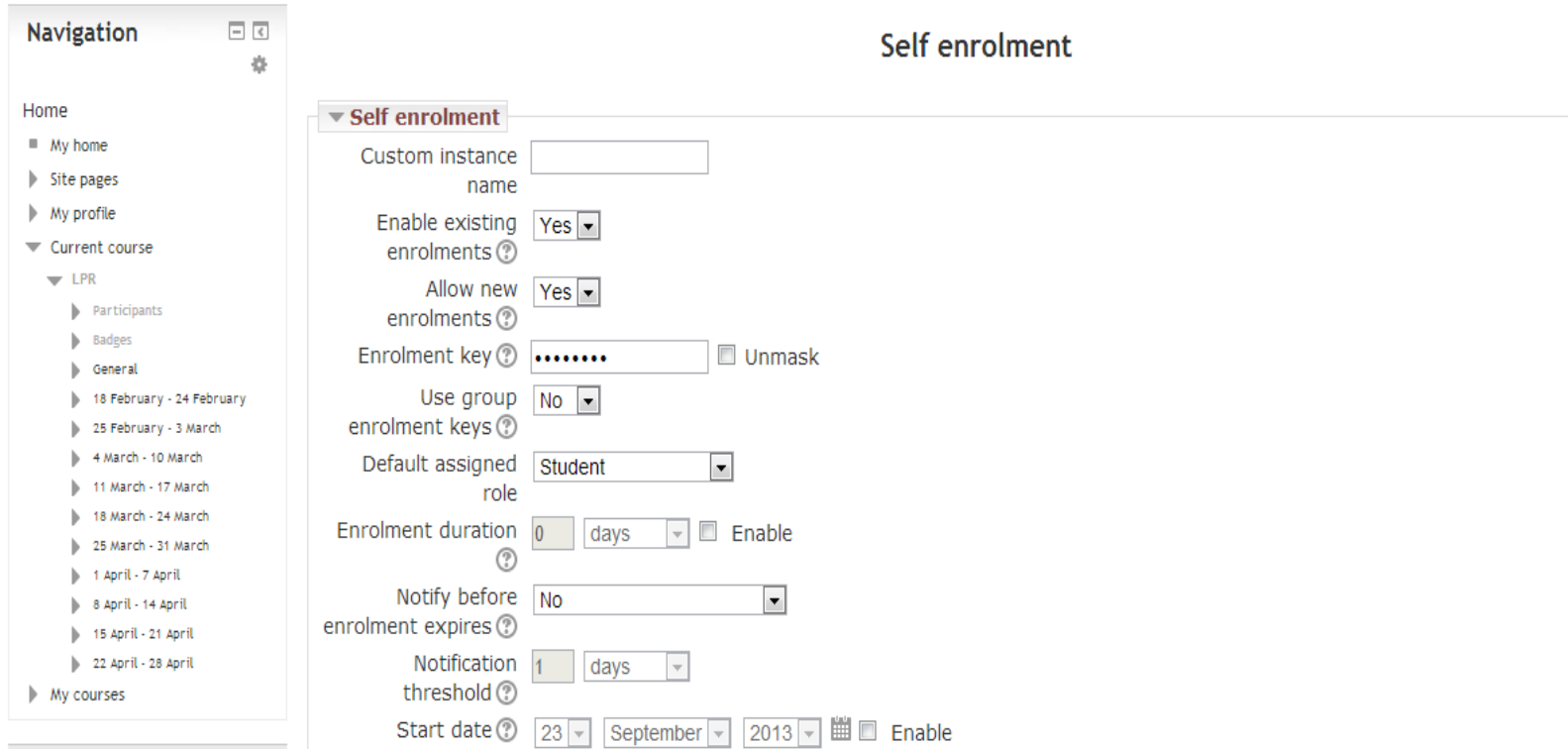
Add method

Self Enrolment Choice

# HOW TO ENROL A STUDENT

Edit Self Enrolment + Set Enrolment key:

Choice a key for the course (alphanumeric)



The screenshot shows the Moodle 'Self enrolment' settings page. On the left is a navigation menu with 'Current course' expanded to show a list of dates. The main content area is titled 'Self enrolment' and contains several settings:

- Custom instance name:
- Enable existing enrolments:  Yes
- Allow new enrolments:  Yes
- Enrolment key:   Unmask
- Use group enrolment keys:  No
- Default assigned role:
- Enrolment duration:  days  Enable
- Notify before enrolment expires:
- Notification threshold:  days
- Start date:     Enable

# STUDENT ACCESS TO THE COURSE

## Login and Password: student University credentials

MOODLE DEL POLO INFORMATICO 2 DEL SID

SISTEMA INFORMATICO  
DIPARTIMENTALE



UNIVERSITÀ DI PISA

Non sei collegato. ([Login](#))

Italiano (it) ▼

### Login

Username

Password

Hai dimenticato la password?

This site is under development  
If you need any info or to get an early site user account, please write to [polo2@sid.unipi.it](mailto:polo2@sid.unipi.it)

### Categorie di corso

- ▷ CORSO DI LAUREA IN INFORMATICA (L-31) (†)
- ▷ CORSO DI LAUREA MAGISTRALE IN INFORMATICA (LM-18)
- ▷ CORSO DI LAUREA MAGISTRALE IN INFORMATICA E NETWORKING (LM-18) (†)
- ▷ CORSO DI LAUREA MAGISTRALE IN INFORMATICA PER L'ECONOMIA E PER L'AZIENDA (BUSINESS INFORMATICS)

Minimizza tutto Espandi tutto

### Notizie recenti

(Nessuna news è stata ancora spedita)

### Calendario

◀ September 2013 ▶

Dom	Lun	Mar	Mer	Gio	Ven	Sab
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### Navigazione

- Home
- Site news
- ▶ Corsi

# STUDENT ACCESS TO THE COURSE

The student selects the course: the system requires the course key set by the teacher

The screenshot shows the Moodle interface for a course. At the top, there is a dark blue header with the text 'MOODLE DEL POLO INFORMATICO 2 DEL SID', 'SISTEMA INFORMATICO DIPARTIMENTALE', and the 'UNIVERSITÀ DI PISA' logo. Below the header, on the right, it says 'Non sei collegato. (Login)' and 'Italiano (it)'. The main content area has a breadcrumb trail: '> Corsi > Corso di Laurea Magistrale in Informatica e Networ...'. To the right of the breadcrumb is a search box labeled 'Cerca corsi:' with a 'Vai' button. Below the breadcrumb is a dropdown menu for 'Categorie di corso:' with the selected option 'Corso di Laurea Magistrale in Informatica e Networking (LM-18)'. The course title 'SOFTWARE SERVICE ENGINEERING' and the teacher 'Docente: ANTONIO BROGI' are displayed. On the left, there is a 'Navigazione' sidebar with a tree view showing the course structure: Home, Site news, Corsi (expanded), Corso di Laurea in Informatica (L-31), Corso di Laurea Magistrale in Informatica (LM-18), Corso di Laurea Magistrale in Informatica e Networ... (expanded), SSE, and Corso di Laurea Magistrale in Informatica per l'Ec...