

How to set an Enrolment Key for your course(s)

(A Guide for Instructors)

This document provides an overview of enrolment keys and how to use them. Every course at VCC is given a preliminary enrolment key which is equivalent to a password. By providing your students with the enrolment key, you control access to your virtual classroom and give students one-time permission to self-enrol in their course(s) without the need to contact the Helpdesk or DLsupport. Once enrolled, students never need to use the key again, and you can change the key at any time to prevent unauthorized access. We recommend that you change the key once all your students are enrolled.

Setting an Enrolment Key

To set an enrolment key, please follow these steps for each of your courses:

1. Select "settings" in the Administration block of your course. (The Admin block is usually found in the left sidebar of your main course page).
2. In the "Enrolments" section of the settings page, ensure the "Course Enrollable" option is set to "Yes"
3. Also, ensure the Start date and End date of the course are disabled by selecting the "Disable" checkboxes. (**Important Note:** The "No" and "Date range" options in the "Course available" setting effectively disable the enrolment key feature, even if it is set. You can enable the date range settings (Start date/End date) once all your students have enrolled.

Your settings should look similar to those pictured below:

Enrolments

Enrolment Plugins Site Default (Internal Enrolment) ▼

Default role Site Default (Student) ▼

Course enrollable No Yes Date range

Start date 26 ▼ November ▼ 2008 ▼ Disable

End date 26 ▼ November ▼ 2008 ▼ Disable

Enrolment duration Unlimited ▼

4. Scroll down the page and locate the "Availability" Section of the settings page.
5. In the drop-down list (combo box) adjacent to the "Availability" option, select "This course is available to students".
6. In the combo box adjacent to "Enrolment Key", enter the key you wish to use. Use the "unmask" feature to reveal the text you type. (Note: You can use any

combination of letters, numbers, hyphens and underscores but no spaces. Changing or setting a key doesn't impact currently enrolled students.)

Availability

Availability ?	<input type="text" value="This course is available to students"/>	<input type="button" value="v"/>
Enrolment key ?	<input type="text" value="••••••••"/>	<input type="checkbox"/> Unmask
Guest access ?	<input type="text" value="Do not allow guests in"/>	<input type="button" value="v"/>

7. Scroll to the bottom of the page and click "Save changes".

Using the Key:

1. Contact your students and give them the enrolment key along with information on how to log into their course(s). We recommend you use the Online Course Access Form, http://cid.vcc.ca/p1-dl/Forms/online_course_access_form.doc and that you contact your students via their VCC Student E-mail address (see below).
2. Check that your students are enrolled.
3. Unenrol any unwanted students. To do this, select "Participants", click the student's name, and in the next screen (their profile page), click "Unenrol me from...". (Note: Unenrolling a student, deletes all their user data.)
4. Once you have determined that only your students are in the course, change the enrolment key.

Using an Enrolment Key to Place Students into Groups:

You can create groups and assign separate enrolment keys to groupings in your course(s). When you give students the key to their group, they can use it to automatically enrol into the course, and into their grouping(s). Please note: If you use this option, all enrolment keys need to be unique and although you still need a course enrolment key, it is not necessary to give it to anyone.

Contacting Students via Student E-mail:

Student e-mail is encouraged since it is a default for College-wide messages (including Moodle), and students can forward college email to their personal email account(s). Personal email is often not known at the time a student registers, so the VCC email address is very easy for instructors to use since it's usually an alias in the format firstname.lastname@student.vcc.ca. Please note, if students share duplicate names, this format won't apply. It is therefore recommended that instructors consult Banner or contact the Registrar's office for the correct student email addresses.