# 

# Brightspace 2A: Making your module available to students for self-enrolment and controlling your Classlist

In your module, on the Navbar, go to **Module Tools>Module Admin>Module** Information



Discover

Students search for modules via **Discover**. To enable self-enrolment for students, check the box **Make this course available in Discover so Learners can self-enrol.** 

Make this course available in Discover so Learners can self-enroll Inactive courses will not be included in Discover. You can also make this course available in Discover by adding it to an enrollment rule.

**Note:** To ensure students enrol on the correct module, please share the module code found in **Module Information** 

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Please also enter details in **Module Description** to help students identify the correct module.



#### On checking the **Discover** box the following options are available

• Enrolment rules

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N	Make this course available in Discover so Learners can self-enroll		
Ir	nactive courses will not be included in Discover. You can also make this co	urse available in Discover by adding it to an enrollme	ent rule
	Enrollment Rules	⊳	
	Anyone can enroll		
	Approval	Þ	
	No constant and		

#### Click Enrolment Rules>Add Enrolment Rules.

Disco	/er	
	Ake this course available in Discover so Learners can self-enroll	
	nactive courses will not be included in Discover. You can also make this course available in Discover by adding it to an enrollme	t rule.
	Enrollment Rules	
	This course is available to all learners. Manage enrollment rules in Discover to limit who can self-enroll.	
	Add Enrollment Rules	

#### Check the box for the existing rule shown below. Click Add.

Add Enrolment Rules	×
Add enrolment rules to limit who can self-enrol in Discover.	
Search Q	.]
D2L Support Dev Assist - All Discoverable Courses Role in Organisation: Student	
Add Cancel	

To approve enrolments, check the box **Require approval for self-enrolment requests**.

An **Enrolment Question** option appears. You may ask a question or add an enrolment key (which must be shared with your class) – see example below.

Ар	proval 🔻
	Require approval for self-enrolment requests Users with the appropriate permissions can approve requests
	Enrolment Question Ask learners for additional information if applicable
	What is the enrolment key for this course?

You may also change the question if you wish at a later stage.

Approval 🗸
Require approval for self-enrolment requests Users with the appropriate permissions can approve requests
Enrolment Question Ask learners for additional information if applicable
New question will come into effect for new requests only
What is the name of your course co-ordinator?

The enrolment requests are visible via **Module Tools**>**Classlist**. The following box will appear above the Classlist.

There are 3 pending enrolment requests.

Click **View** where you can manage your enrolment requests. You may **approve** or **decline** requests.

View

✓ Approve X Decline

3 items

**NOTE**: It is not obligatory to add an Approval to your module if you do not wish.

**NOTE**: It is required to add the existing enrolment rule in Discover to ensure only students can self-enrol to your module.

## **Controlling your Classlist**

Once your students have self-enrolled, check your classlist and **turn off** Discover. Doing so will keep your module design in line with our '<u>Guiding Principles on Recording</u> <u>Lectures</u>', preventing students not registered for your module from accessing live lecture recordings that are to be kept private to the cohort that they were recorded with.

You may also un-enrol students manually from your module via **Module Tools>Classlist** by ticking the box beside the student's name and clicking **Uneroll**.

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## How do students self-enrol?

Students access 'Discover' to self-enrol on courses.



If the <u>approval option is not selected</u>, students are <u>automatically enrolled</u> on the module once Discover is enabled.

If approval is required, when the student searches for the module via the module code, the student sees the following (module name and Course Info is displayed) and clicks **Request Approval**.



If there is an enrolment question, the student is presented with the question and submits the enrolment request.

Review Your Request	×
What is the name of your course co-ordinator?	
Submit Request Cancel	

If the student has mistakenly enrolled on a module, they have the option to withdraw the request.

Withdraw Request			
If you withdraw permanently de action.	/ this request eleted. You ca	t, it will be an't undo this	
Withdraw	Cancel		