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

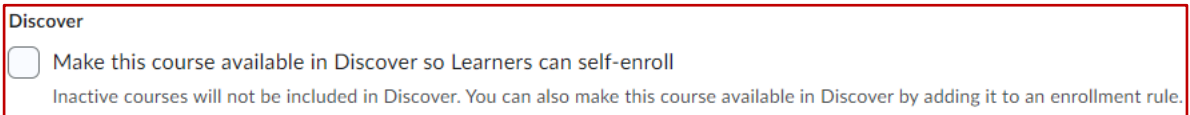In your module, on the Navbar, go to **Module Tools**>**Module Admin**>**Module Information**

My Home   Progress ⌄   ePortfolio   Content   Assessment ⌄   Module Tools ⌄

Module Admin

▣ Module Information

Important: Ensure module is ACTIVE by checking the **Module is Active** box.
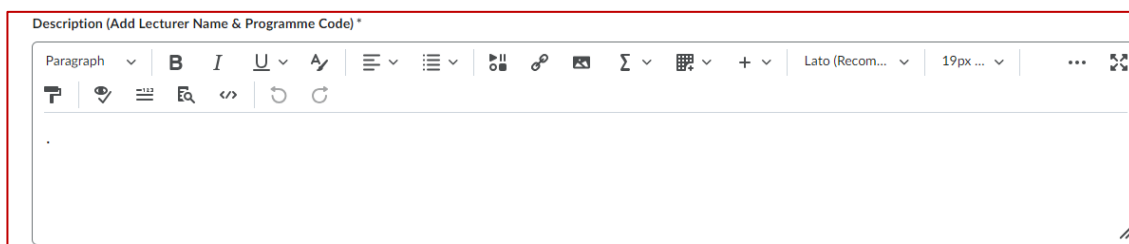
Active

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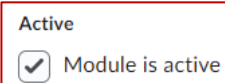
Students search for modules via **Discover**. To enable self-enrolment for students, check the box **Make this course available in Discover so Learners can self-enrol.**

Discover

☐ 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**

Module Code *

[blurred]

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

Description (Add Lecturer Name & Programme Code) *

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On checking the **Discover** box the following options are available
- Enrolment rules
- Approval

Click **Enrolment Rules**>**Add Enrolment Rules**.
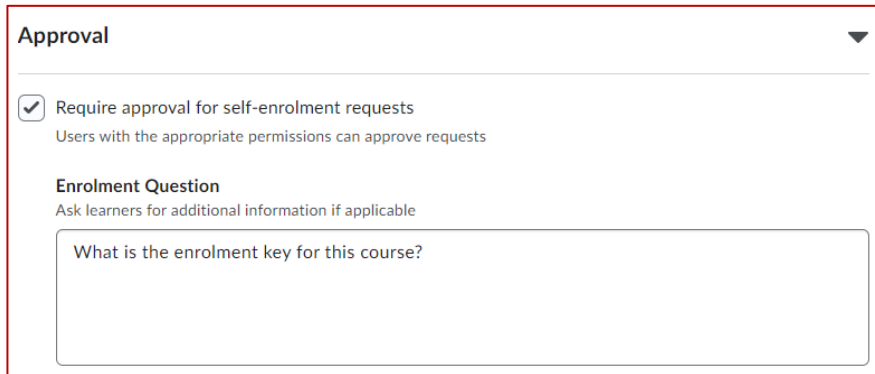
Check the box for the existing rule shown below. Click **Add.**

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.
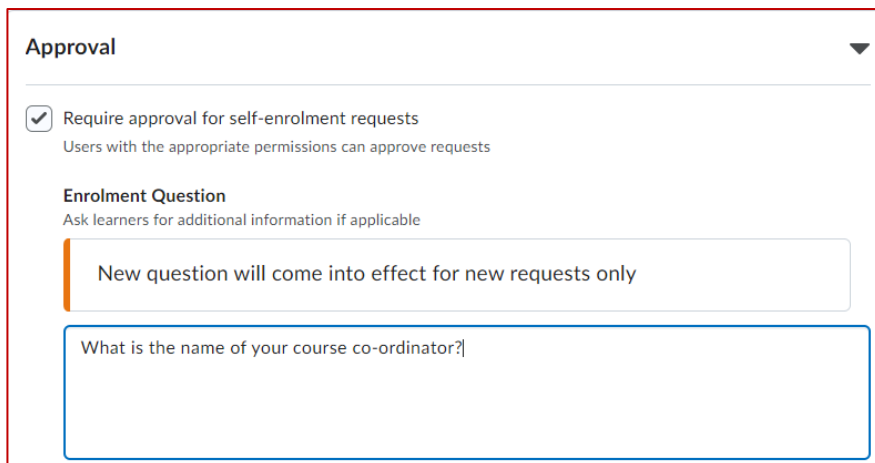

You may also change the question if you wish at a later stage.

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

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


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 'Guiding Principles on Recording Lectures', 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**.
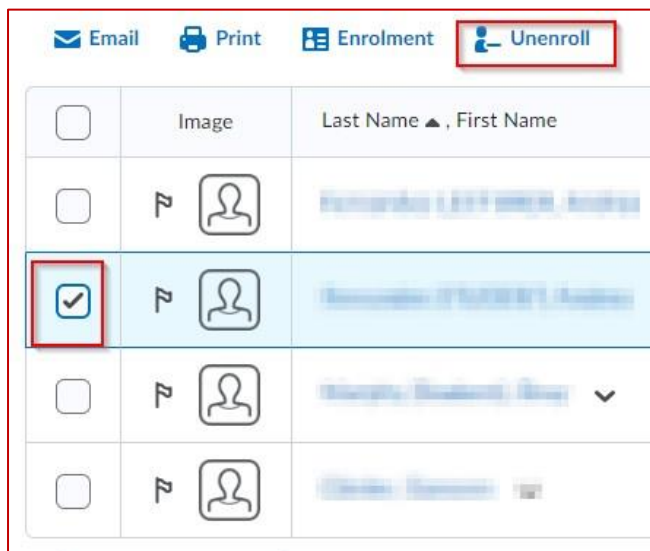

How do students self-enrol?

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

If the approval option is not selected, students are automatically enrolled 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**.
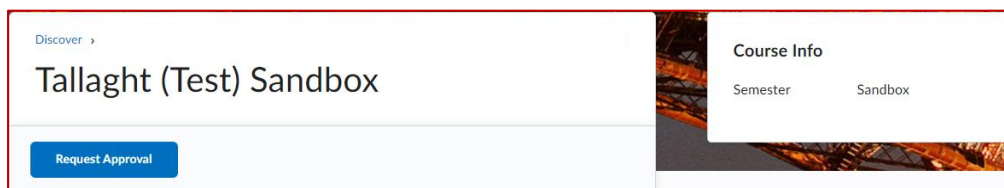
If there is an enrolment question, the student is presented with the question and submits the enrolment request.

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