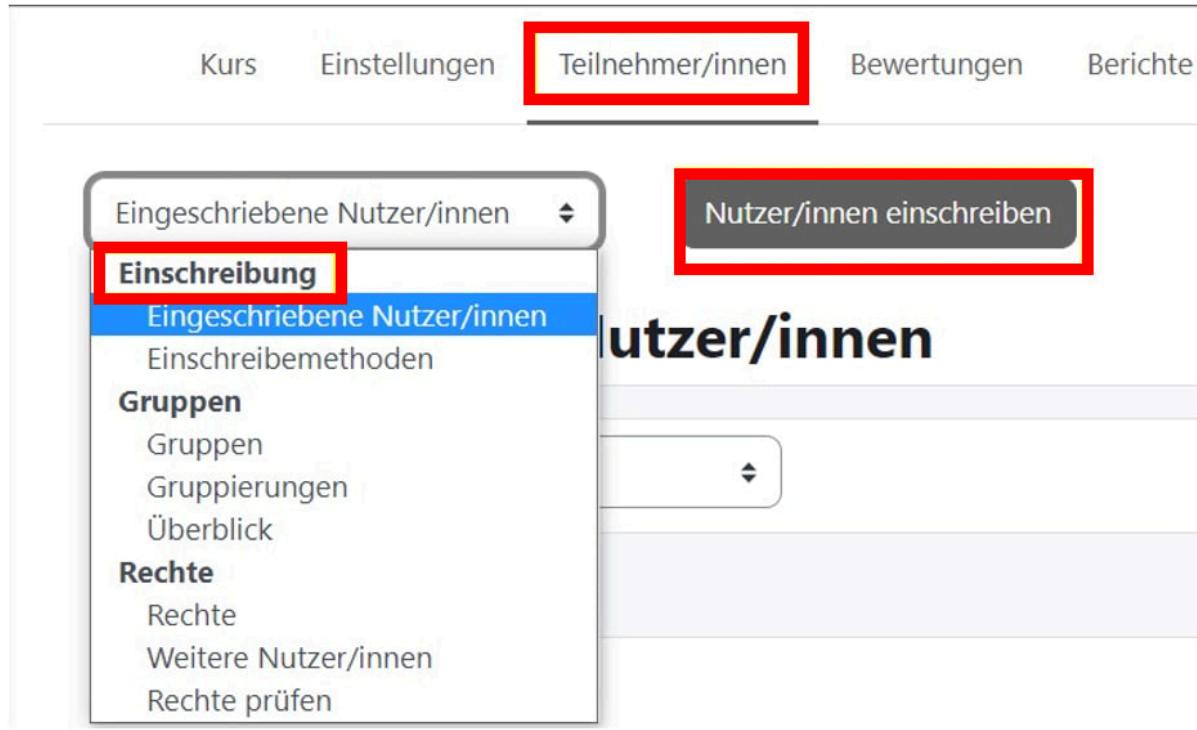


Access for Course Participants

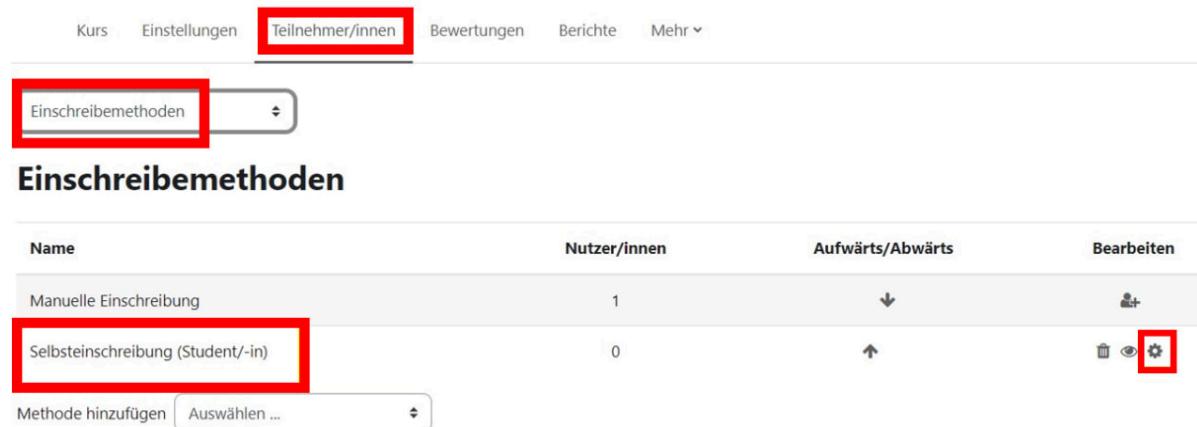
To make your course accessible to participants, various enrollment methods are available. You can find these under *Participants* in the central menu bar.



The screenshot shows a navigation bar with tabs: Kurs, Einstellungen, Teilnehmer/innen (which is highlighted with a red box), Bewertungen, and Berichte. Below this, a dropdown menu for 'Eingeschriebene Nutzer/innen' is open, showing 'Einschreibung' (highlighted with a red box) and 'Eingeschriebene Nutzer/innen' (highlighted with a red box). To the right, a button 'Nutzer/innen einschreiben' is also highlighted with a red box. The background shows a list of users with a large red box covering the user list area.

Self-Enrollment / Change Enrollment Key

All newly requested and created courses are equipped with an automatically generated 20-character enrollment key (e.g., McZI0EdPi+2&7Q3_BwZv9) to prevent access to course content by individuals outside the group of participants. You can change this course password at any time and provide it to participants to allow them easier access with a simpler password



The screenshot shows a table of enrollment methods. The 'Einschreibemethoden' tab is highlighted with a red box. The table has columns: Name, Nutzer/innen, Aufwärts/Abwärts, and Bearbeiten. It lists two methods: 'Manuelle Einschreibung' (1 user, down arrow, edit icon) and 'Selbsteinschreibung (Student/-in)' (0 users, up arrow, delete, eye, and gear icons). A 'Methode hinzufügen' button and a 'Auswählen ...' dropdown are at the bottom.

Name	Nutzer/innen	Aufwärts/Abwärts	Bearbeiten
Manuelle Einschreibung	1	↓	
Selbsteinschreibung (Student/-in)	0	↑	

In the *Participants* section, select „Enrollment Methods“ from the dropdown menu. Choose the option *Self-Enrollment (Participant) → Edit (☒)*. The *self-enrollment* editing page will open.

Important: Please do not add another self-enrollment method, but instead edit the existing one using the edit icon.

Kurs Einstellungen Teilnehmer/innen Bewertungen Berichte Mehr ▾

Selbsteinschreibung

Selbsteinschreibung

Nutzerdefinierter Name

Existierende Einschreibungen erlauben Ja

Selbsteinschreibung erlauben Ja

Einschreibeschlüssel

Einschreibeschlüssel für Gruppen Nein

Rolle im Kurs Student/-in

Teilnahmedauer 0 Tage Aktivieren

Benachrichtigung vor Ende der Einschreibung Nur Trainer/in

Zeitpunkt für Benachrichtigung 1 Wochen Aktivieren

Einschreibungsbeginn 6 August 2023 15 38 Aktivieren

Einschreibungsende 6 August 2023 15 38 Aktivieren

Inaktive abmelden Nie

Maximale Einschreibungen 0

Nur für Mitglieder der globalen Gruppe Nein

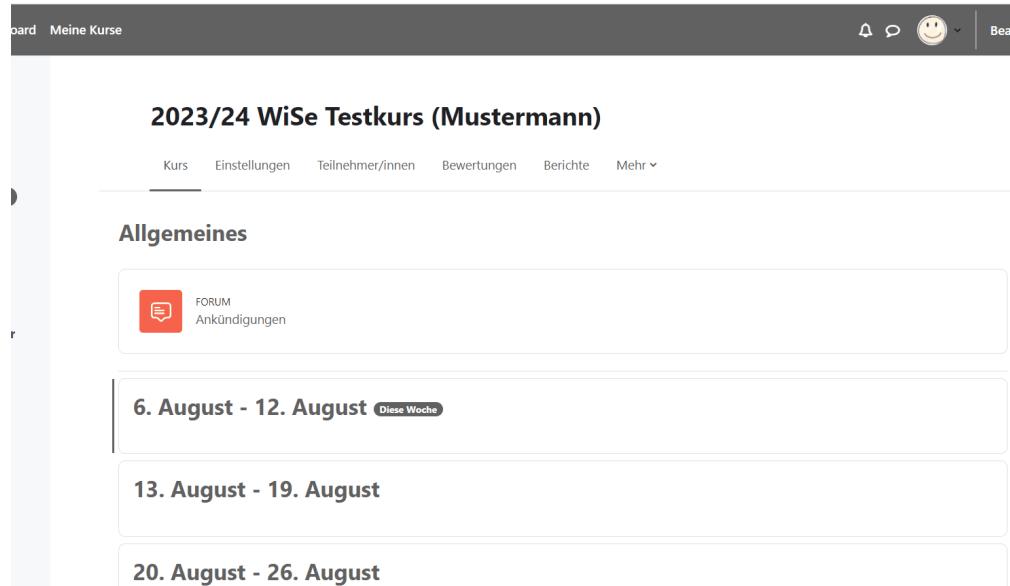
Begrüßungstext versenden Nein

Begrüßungstext

At the fourth point, *Enrollment Key*, you can change the automatically generated key to your desired key.

Optionally, you can limit the participation duration or enter a welcome message. Finally, save your changes with **Save Changes**.

Your course is now secured with your custom enrollment key. Only share this key with your course participants.



2023/24 WiSe Testkurs (Mustermann)

Kurs Einstellungen Teilnehmer/innen Bewertungen Berichte Mehr ▾

Allgemeines

FORUM Ankündigungen

6. August - 12. August Diese Woche

13. August - 19. August

20. August - 26. August

Manual Enrollment

If you want to manually enroll participants, you can add them to the course using the **Enroll Users** function.

In the central menu bar, select the option *Participants*. You will first see a list of the current course participants.

Clicking on **Enroll Users** will open a search box where you can enter the names of the desired participants or group and add them to the course by clicking **Enroll Selected Users** and **Cohorts**.



Kurs Einstellungen Teilnehmer/innen Bewertungen Berichte

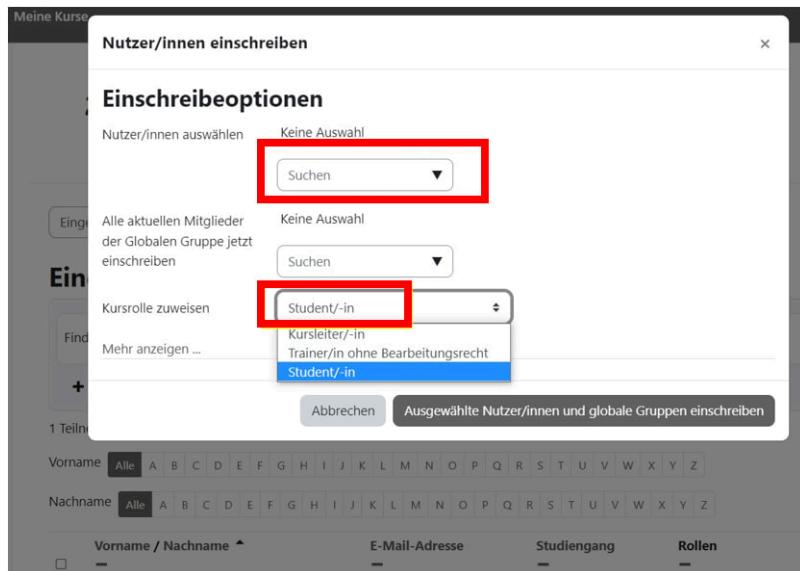
Eingeschriebene Nutzer/innen

Nutzer/innen einschreiben

Finde Beliebig Auswahl

+ Bedingung hinzufügen

Eingeschriebene Nutzer/innen



The Role System in Moodle

Moodle's role system allows different access and editing rights to be assigned to users. The following roles are relevant for your work with Moodle:

- A *Course Leader* has all permissions in a course, can upload content, and grade participants.
- A *Trainer without editing rights* can manage courses and has grading rights but cannot modify the course.
- A *Participant* generally has no editing rights but can view materials and participate in activities.
- A *Guest* can view materials but cannot participate in activities. Some courses allow guest access.

In the course you requested, you are automatically enrolled as a *Course Leader*. Students are assigned the *Participant* role. If necessary, students can be given a different role for specific activities or materials via the menu bar under *More > Assign Local Roles*, such as providing files via a *Folder*.

Managing Enrolled Participants

Einschreibemethoden Nutzer/innen einschreiben

Eingeschriebene Nutzer/innen

Finde Beliebig Auswahl

+ Bedingung hinzufügen Filter löschen Filter anwenden

2 Teilnehmer/innen gefunden

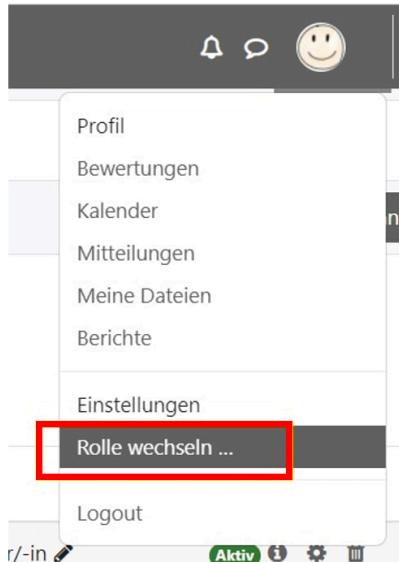
Vorname	All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Nachname	All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z

Vorname / Nachname	E-Mail-Adresse	Studiengang	Rollen	Status
—	—	—	—	—
<input type="checkbox"/> Max Mustermann	 Max Mustermann		Kursleiter/-in <input type="button" value="edit"/>	Aktiv <input type="button" value="info"/> <input type="button" value="settings"/> <input type="button" value="trash"/>
<input type="checkbox"/> MM Maria Mustermann		Automobilinformatik	Student/-in <input type="button" value="edit"/>	Aktiv <input type="button" value="info"/> <input type="button" value="settings"/> <input type="button" value="trash"/>

Für ausgewählte Nutzer/innen ...

If there are participants in your course, you will see a list of users under *Participants*. This list can be filtered by various criteria. If you need to change roles (e.g., giving another instructor *Course Leader* rights), you can do this afterward using the *Role Assignments* icon (☒). Role assignments can also be removed by clicking the **X**.

Switch Role



As a course leader, you have extended rights in your course room and see the course interface differently than your students. To check how participants view your course, you can switch to their role and view the course from a student's perspective. When adding activities and materials, it's useful to occasionally check how it looks from the student view.

Click on your name (top right), and you can switch your role. You will now see the course from the participant's perspective, indicated by a text field next to your name.

To return to your original role, click on your name and then on *Return to My Normal Role*.

You will then have access to all the settings again, but you must re-enable *Editing Mode*.

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