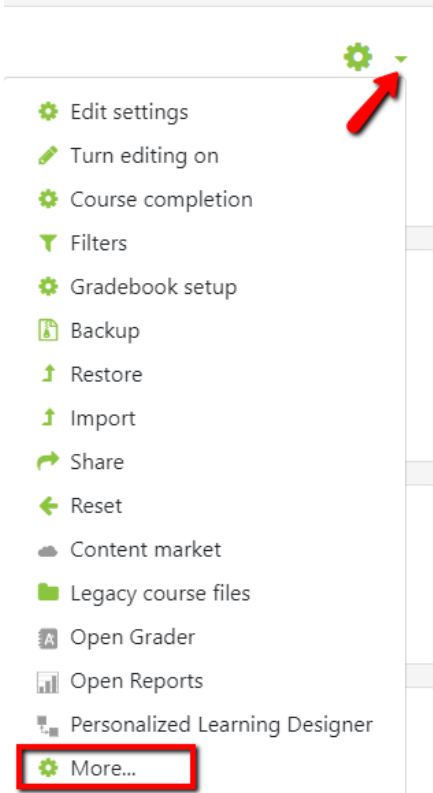


Turning on Self Enrollment in OnCourse

How do I set up self enrollment in my course?

Step-by-step guide

1. Log into *OnCourse* and access the course that will be using Self Enrollment.
2. Locate the green gear icon on the upper right hand side of the page. From the drop-down menu click on More.



3. Next, click on the Users tab.
4. Click the "Enrollment Methods" link.
5. In the list of Enrollment Methods, locate the Self Enrollment option.
 - a. Click the eye icon with a line through it to turn on self enrollment.

Enrollment methods

Name	Users	Up/Down	Edit
Manual enrollments	0	↓	ⓘ
Guest access	0	↑ ↓	× ✎ ⚙
Self enrollment (Student)	0	↑ ↓	× ✎ ⚙
Conduit	11	↑	ⓘ

Locate self enrollment and click the eye icon (located in the box to the right) to turn on self enrollment.

6. Return to the course homepage.
7. Copy the URL link for the course and provide this link to the students you would like to self enroll.

Hints:

- If you would like to include a password after turning on self enrollment, press the gear icon. In the Enrollment key field enter in a password and press Save Changes. When providing the course link to students, also provide the enrollment key.

Resources:

- Student instructions for self enrollment are found at <https://answers.fredonia.edu/x/xoAg>.
- If you would like to share these directions with your link (and enrollment key if used) follow these steps:
 - Open the file: <https://goo.gl/8NouQh>.
 - In the File menu choose Make a Copy.
 - Edit the file to include your course link and enrollment key.
 - Set the sharing rights and share the file with your students.

Short URL to this page: [https://answers.fredonia.edu/x/\\$action.getTinyUrl\(\)](https://answers.fredonia.edu/x/$action.getTinyUrl())

Related articles

- [Adding and Configuring Quizzes in OnCourse](#)
- [Adding a YouTube Video to OnCourse](#)
- [Create an Assignment in an OnCourse Gradebook](#)
- [Drop the Lowest Grade in OnCourse Gradebook](#)
- [Exporting Your Roster From OnCourse](#)