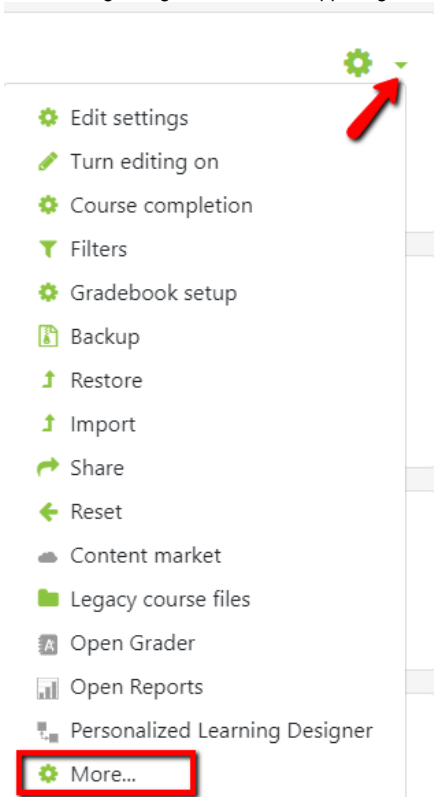


Turning on Self Enrollment in OnCourse

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	↑ ↓	× <input checked="" type="checkbox"/> ✎ ⚙
Conduit	11	↑	ⓘ

A red box on the left contains the text: "Locate self enrollment and click the eye icon (located in the box to the right) to turn on self enrollment." A red arrow points from this box to the eye icon with a line through it in the 'Self enrollment (Student)' row of the table. The eye icon is also highlighted with a red box.

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](#)
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- [Exporting Your Roster From OnCourse](#)