

A HowTo UMT-LMS

Step by Step Guide for Enrollment of Students on UMT-LMS course

The screenshot displays the Moodle LMS interface for the University of Management and Technology. At the top, the header includes 'UMT-LMS' on the left and 'Test Account for Teachers' on the right. A 'Home' button is located in the top left corner. The main content area features the university's name, 'UNIVERSITY OF MANAGEMENT AND TECHNOLOGY', and a navigation bar with icons for 'My Home', 'Calendar', 'Badges', and 'Courses'. A search box labeled 'Find and Enroll in Courses:' is positioned to the right of the navigation bar. Below the navigation bar is a large image of a busy computer lab. To the right of the main content area, there are two widgets: 'NAVIGATION' with links to 'Home', 'Dashboard', 'University of Management and Technology', and 'My courses'; and 'CALENDAR' showing a calendar for October 2015. At the bottom of the page, a footer indicates 'You are logged in as Test Account for Teachers (Log out)' and the Moodle logo.

UMT LMS

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- 1- Go to your **course** (e.g: **Introduction to LMS – Teacher – Sec A**)

The screenshot shows the course page for 'Introduction to LMS - Teacher - Sec A'. The page title is highlighted in yellow. A green 'TURN EDITING ON' button is visible in the top right corner. The main content area contains a 'News forum' section and a list of dates: '5 October - 11 October', '12 October - 18 October', and '19 October - 25 October'. On the right side, there is a 'NAVIGATION' block with links to 'Home', 'Dashboard', 'University of Management and Technology', 'Current course', and 'Introduction to LMS - Teacher - Sec A'. Below it is an 'ADMINISTRATION' block with a 'Users' link highlighted in yellow.

- 2- On the right side of the course page, there is an **Administration** block. Click on **Users** link. Then click on **Enrollment methods**.

The screenshot shows the same course page as above, but with the 'Users' link in the 'ADMINISTRATION' block highlighted in yellow. The 'Enrollment methods' link under 'Users' is also highlighted in yellow. The 'TURN EDITING ON' button is still visible in the top right corner.

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- 3- On this new page, click on the drop-down menu at the bottom of the page and select **Self enrollment**.

INTRODUCTION TO LMS - TEACHER - SEC A

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	✕ ⚙ ⚙ ⚙
Guest access	0	↑ ↓	✕ ⚙
Self enrolment (Student)	0	↑	✕ ⚙ ⚙

Add method

Choose...
Choose...
Self enrolment

- 4- Enter the **Enrollment key** (*recommended for grading registered students on your course).

INTRODUCTION TO LMS - TEACHER - SEC A

Self enrolment

Self enrolment

Custom instance name

Enable existing enrolments

Allow new enrolments

Enrollment key Unmask

Use group enrolment keys

Default assigned role

Enrolment duration Enable

Notify before enrolment expires

**If enrollment key is not set by you, students will enroll directly in your course.*

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5- Click on the **Add method** option at the bottom of the page.

Notify before enrolment expires

Notification threshold days

Start date Enable

End date Enable

Unenrol inactive after

Max enrolled users

Send course welcome message

Custom welcome message



Now, students will be enrolled in your course with an enrollment key (If it has been set, otherwise they will be enrolled without the key).