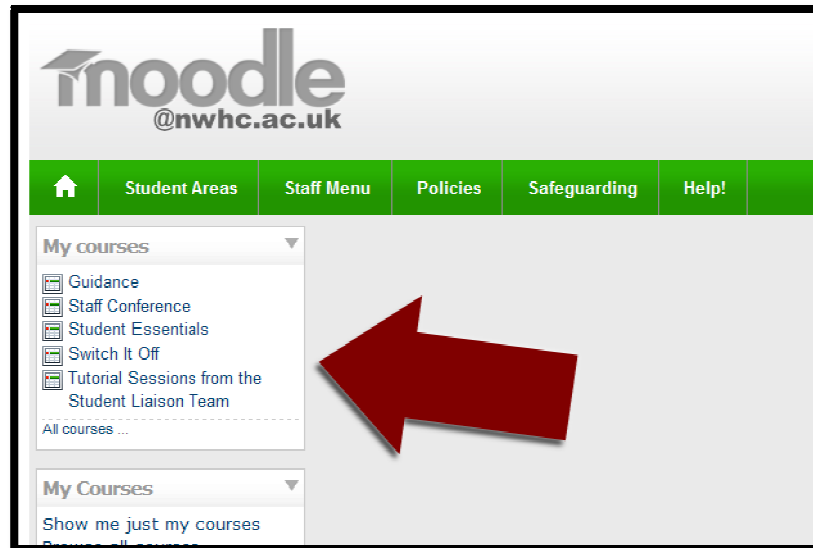


WHAT IS AN ENROLMENT KEY?

When you log in to Moodle you should see a list of your courses displayed on the left hand side. However, occasionally you may find that you have a course missing or that you need to access a course that isn't in your list.



Moodle will allow you to add yourself onto a course that you are missing. To do this we can click on the 'All courses' link which is at the bottom of our list. We can then select a subject area, such as 'Languages' and then a course – for example 'GCSE English'.

Each course on Moodle is protected by a course password, which is known as an enrolment key. This password prevents people adding themselves to a course without permission. You can find out the password for your course by **asking your course tutor**.

Once you add yourself to the course it will be automatically added to your list so that next time you can go straight in.

TUTORS – HOW TO FIND OUT YOUR PASSWORD!

As the tutor of a course you will have an 'Administration' box on the left hand side of your course screen. Inside the box click on the 'Settings' link and then scroll down to the 'Availability' section.

Here you will find out what your enrolment key is set to – make sure the 'Unmask' box is ticked as shown in the diagram (right).

Availability		
Availability	<input type="checkbox"/>	This course is available to students
Enrolment key	<input type="text" value="access"/>	<input checked="" type="checkbox"/> Unmask
Guest access	<input type="checkbox"/>	Allow guests who have the key

Note:

You can change the password to one of your own choosing – but if you do then you must hit the save button at the very bottom of the screen.