

SELF ENROLMENT INTO A COURSE IN THE UV : HOW TO PROCEED?

What is self enrolment ?

Self enrolment is the method whereby users can choose to enrol themselves into a course, either immediately by clicking "enrol me in this course" or by typing in an enrolment key they have been given. This method has to be enabled by teachers in their own courses.

Enrolment key

Teachers can set an enrolment key which they have to give to their students (during the face-to-face course) to use when they access the self enrolment screen.

Why ?

Self enrolment can be very useful for students who are not yet automatically enrolled into a course depending on administrative reasons (optional courses for instance).


Warning

Self enrolment into a course is possible only if:

- It has been enabled by your teacher
 - You have a ULB NetID
 - You know the enrolment key, if it applies
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How to proceed :

Steps

Step	Action						
1	On your UV homepage, below your list of courses, click on « All courses ».						
2	In « Search courses », type the course code.						
3	Click on « Go ». <u>Result:</u> the course title appears with an arrow symbol  beside which indicates that self enrolment has been enabled for it.						
4	Click on the course title.						
5	<table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>There is an enrolment key</td> <td>In the box « Enrolment key », type the key you received from your teacher. Click on « Enrol me ».</td> </tr> <tr> <td>There is no enrolment key</td> <td>Click on « Enrol me »</td> </tr> </tbody> </table> <p><u>Result:</u> the course homepage appears.</p>	If...	Then...	There is an enrolment key	In the box « Enrolment key », type the key you received from your teacher. Click on « Enrol me ».	There is no enrolment key	Click on « Enrol me »
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