

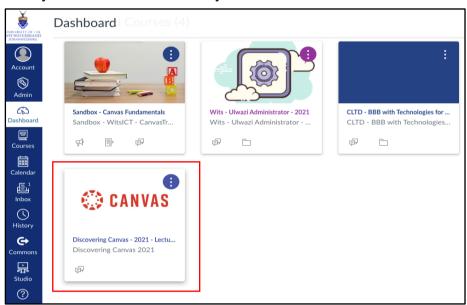


LEARNING AND TEACHING STAFF SUPPORT

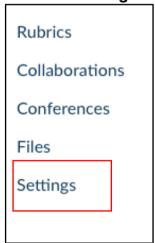
How to make your Course Site Self-enrollable and Visible on the Public Course Index

To enable the Self-Enroll option in a Course site (Project Site) in ulwazi

1. In your Dashboard select your Course site



2. Select Settings on the **Course Menu** (lower left side of your Course Menu)

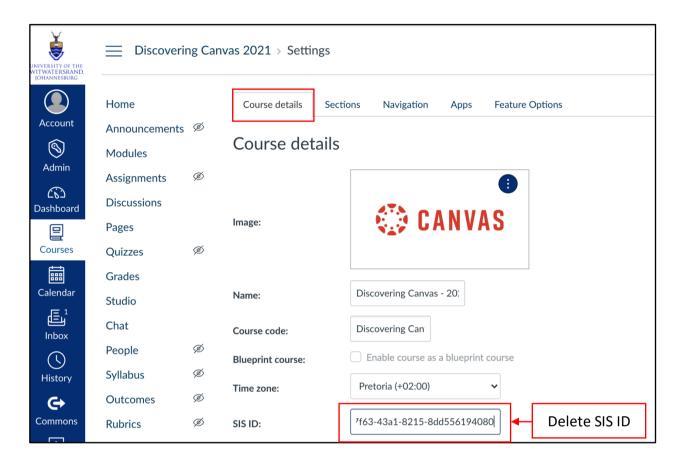




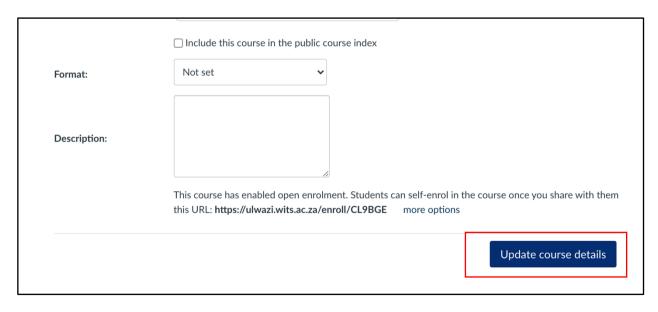


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- 3. Select Course details
- 3.1 Delete SIS ID (if there is a SIS ID code visible)



4. Scroll down: Select Update course details

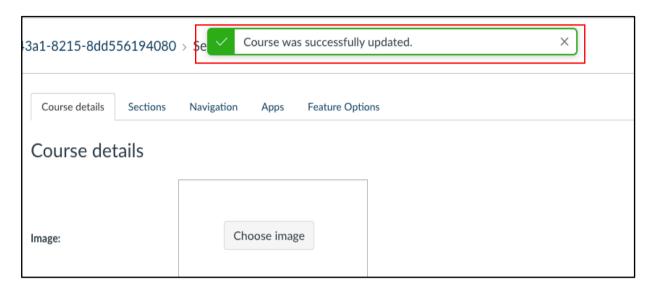






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5. You will get a notification that the course was successfully update



6. Scroll down and on Click on: more options

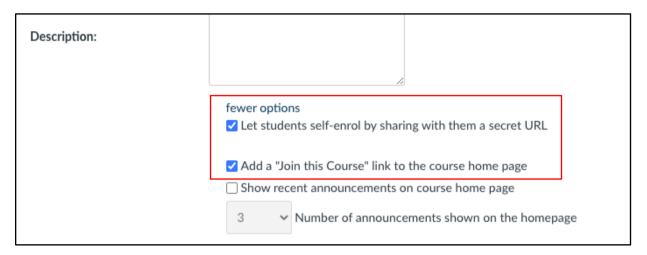






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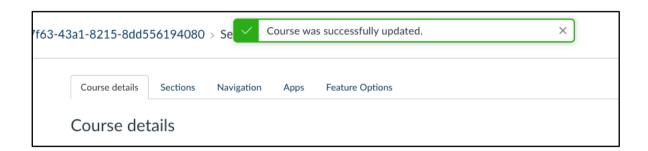
7. Check box: Let students self-enrol by sharing with them a secret URL Add a "Join this Course" link to the course home page



8. Select: Update course details



9. You will get a notification that the course was successfully update



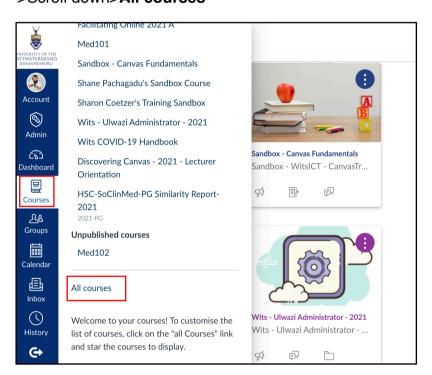




To find a course site on the Public Course Index

The Public Course Index allows all users within the university to publicly view the institution's course index in a catalog format. These could be project sites that have been made available by owners for users to view and if enabled allow users to enroll into. You can view a link to the Public Course Index on the My Courses page.

- 1. To find and access course sites that are made public, follow these steps:
- >Click on>Courses on the Global Navigation Menu >Scroll down>All courses



2. >Select>Browse more courses

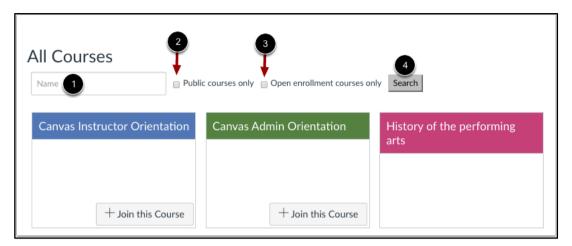






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3. Search for courses



You can search for courses in several different ways. In the Name field [1], you can type the name of a course.

You can also search for courses by status. If you want to view only public courses, click the **Public courses only** checkbox [2]. If you want to view only open enrollment courses, click the **Open enrollment courses only** checkbox [3]. Open enrollment courses are courses that you can join at any time.

When you are finished selecting your search options, click the **Search** button [4]

4. View and enrol into courses

>View course> click on 1

>if the course is made self-enrollable>click on

