

How to configure the course in PLATEA to allow students to self-enroll?

This option should be used **only in cases where students are not yet officially registered with the Registrar's Office**, as these registrations are updated daily in PLATEA.

This option is intended for incoming mobility students, incoming transfers, etc., whose enrollment has not yet been officially registered but whose classes have started.

As this is a manual process, not connected to the Secretary's Office, **it is the responsibility of the teacher to allow self-enrollment**, as it may happen that these students do not formalize their official enrollment, and therefore will not appear in the records.

SELF-REGISTRATION IN PLATEA

1.- Access your course and click on participants.



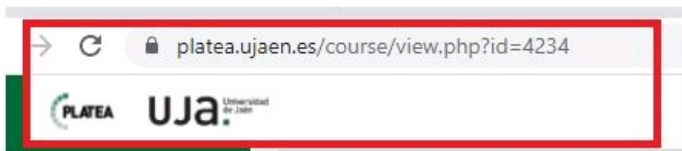
2.- Click on the cogwheel in the right hand corner and then on enrolment methods.



3.- Activate/enable the self-enrollment option.

Nombre	Usuarios	Arriba/Abajo	Editar
Matriculación manual	0	^ v	
Acceso de invitados	0	^ v	
Auto-matriculación (Estudiante)	1	^ v	
Base de datos externa	5	^	

4.- Once the self-enrollment option is activated, students can access the course without a password. You only have to indicate them the url of the subject:



5.- If you want the access to be with password or change any other parameter of the self-enrollment, click on the cogwheel.

Métodos de matriculación

Nombre	Usuarios	Activa/Ocupa	Editar
Matriculación manual	0	✓	
Acceso de invitado	0	✓	
Auto-matriculación (Estudiantes)	1	✓	
Bases de datos interna	1	✓	

6.- Once you have entered the password or changed the desired parameters, do not forget to save the changes.

Auto-matriculación

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Personalizar nombre

Habilitar las matriculaciones existentes ☐ Sí ☐ No

Permitir nuevas matriculaciones ☐ Sí ☐ No

Clave de matriculación

Clave de matriculación del grupo de usuarios ☐ No ☐ Sí

Rol asignado por defecto

Duración de la matrícula días ☐ Habilitar

Notificar antes de que la matrícula expire

Umbral para la notificación días ☐ Habilitar

Fecha de inicio ☐ Habilitar

Fecha límite ☐ Habilitar

Dar de baja los inactivos después de

Número máximo de usuarios matriculados

Enviar mensaje de bienvenida al curso

Mensaje personalizado de bienvenida

7.- Inform the students of the password.

Categoría
PLATEA PDI