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.

paso1

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

paso2

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

paso3

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:

paso4

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

paso5

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

paso6

7.- Inform the students of the password.