



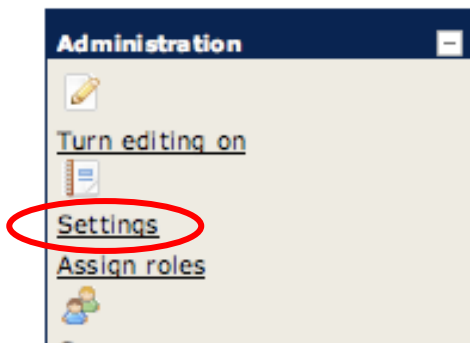
# FoxTALE: Enrolling Students in a Course

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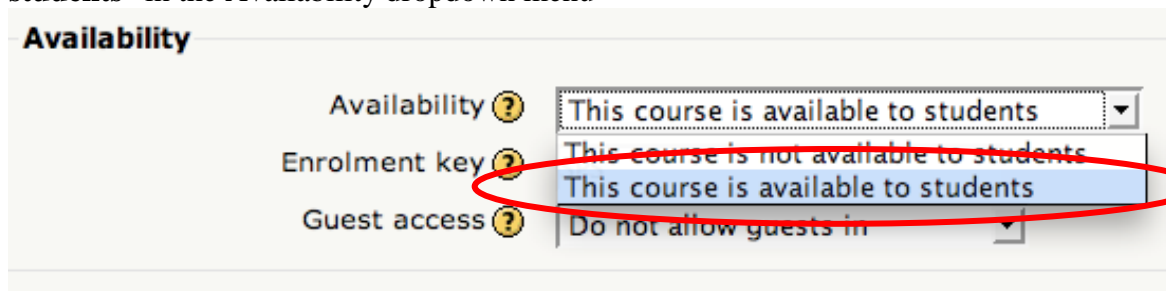
A few days before your course begins you will send instructions to your students on how to self-enroll in your FoxTALE course site. There are three steps to help your students enroll.

## Step 1: Check your course site to make sure it is available to students.

Go to the course home page and select “Settings” in the Administration block

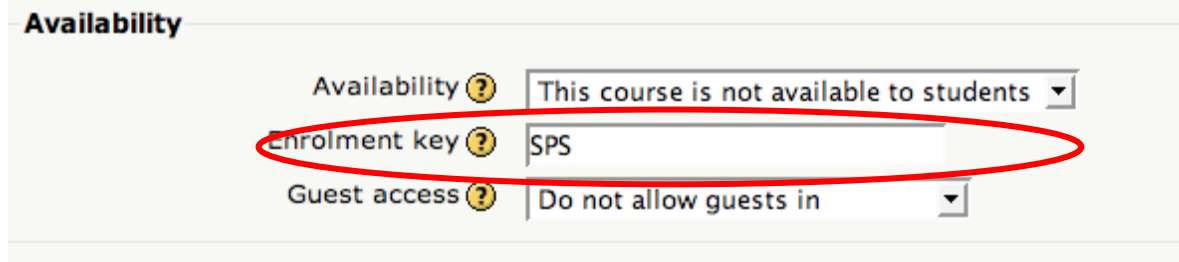


In the *Availability* section of the *Edit course settings* form, select “**This course is available to students**” in the Availability dropdown menu



## Step 2: Confirm the Enrollment Key

This section also includes the *Enrollment Key* for the course. If you leave the text box blank, the course is “open enrollment”. If you type a password into the text box and “Save changes” (button at bottom of *Edit course settings* form), students must have the Enrollment Key in order to access the course. **Make a note of the Enrollment Key.** You will send this information to your students.



**Step 3:** A few days before the course begins, **send an email message to your students via MyGFU** that gives instructions on how to enroll in your course site.

Refer to the tip sheet *Email to Students Through MyGFU* for step-by-step instructions on how to send the email.

Here's a template you can use to write your email:

## **FoxTALE**

### **Enrollment Email Template**

(Replace all text in parentheses with your course information)

**Subject Line for email:** GFU: Enroll in (Course Catalog No.)

Greetings from George Fox University

You are invited to enroll in the course, (Course Catalog No.) (Course Title)

The enrollment key is: (xxxxxx)

If you'd like step-by-step instructions for logging into FoxTALE and enrolling in the course site, see the attached file. Refer to the information above to find our course.

When you enter your course, please read through the syllabus for all of the requirements and the schedule for the course.

Then join your colleagues in the first online discussion, "(Title)".

If you need technical assistance, you can contact the George Fox University Service Desk using one of these three methods:

- o Call 503.554.2569
- o Email [servicedesk@georgefox.edu](mailto:servicedesk@georgefox.edu)
- o Submit a Service Desk Web Form at [http://www.georgefox.edu/offices/inst\\_technology/services/SDRequest.html](http://www.georgefox.edu/offices/inst_technology/services/SDRequest.html)

We wish you the best in this learning opportunity.

**###End of message**

You can attach the tip sheet *Logging into FoxTALE* to give your students step-by-step instructions on enrolling.