



# FoxTALE: Setting the Enrollment Key

George Fox University | georgefox.edu

The course enrollment key is the one-time password that students must enter in order to enroll themselves in your FoxTALE course site. As the professor, you can set, change, or remove an enrollment key at any time. You will need to communicate this password to your students if you wish for students to enroll themselves in your course. (You can enroll your students if you prefer. It is still recommended that you set an enrollment key.)

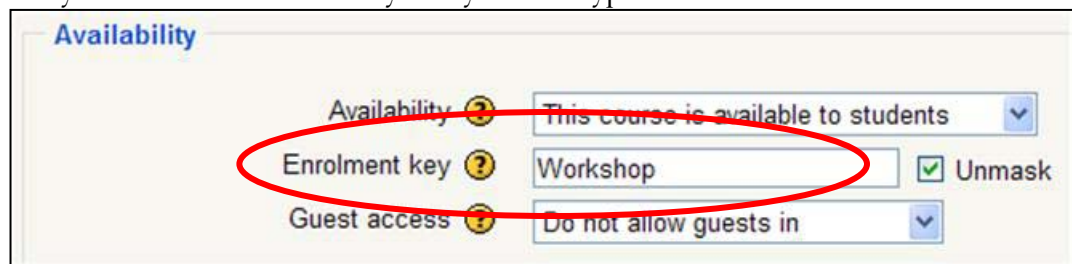
By default, no enrollment key is set on a new course. If no enrollment key is set, then anyone can enroll in your course at any time.

To set, change, or remove an enrollment key (password) for your course:

1. On the course's home page in the **Administration** block, click **Settings**.



2. Scroll down to the **Availability** settings. Type your enrollment key in the **Enrolment key** box. In this example, the enrollment key is "Workshop." You can change or delete this enrollment key at any time. The **Unmask** check box lets you see the enrollment key that you have typed.



3. Click **Save changes** at the bottom when you are finished.