

D2L Self-Enrollment Tool

1. Once your course has been populated in D2L, navigate to <https://apps.d2l.msu.edu/selfenroll>.
2. Here you will see a list of courses currently available for self-enrollment.

MICHIGAN STATE UNIVERSITY Search...

D2L Course Self Enrollment

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Please be advised: Effective December 20, 2023, the Self-Enrollment tool will no longer support Development courses due to updates in the D2L LMS. As a result, Development Courses will no longer appear in the list of Available Courses on the Self-Enrollment tool, excluding the following exception:

- If a Development course was created prior to December 20, 2023, and the self-enrollment option was already enabled, it will maintain this functionality until July 1st, 2024. Effective July 1st, 2024 the self-enrollment option will be permanently disabled for all Development courses. No Exceptions.

Furthermore, if a course administrator chooses to disable the self-enroll feature for any Development course in which it is currently enabled, the self-enrollment option will be permanently revoked and cannot be restored.

For more information on the course types that can be created in D2L, we invite you to [visit our help pages](#). On this page, you'll find information showcasing the new options and their associated features.

Available Courses

- [Testing Community - LG](#) [Off]
- [Testing Gradebook Course](#) [On]
- [Testing NCE Folder Structure](#) [Off]

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3. Select the desired course.
4. Click **Enable** to turn self-enrollment on.

Testing Community - LG

Self-enrollment Tool Info

This tool allows D2L Course Administrators to enable or disable the ability for users to self-enroll in this D2L Course. Users who self-enroll via this tool will be enrolled with the D2L role of Member.

[Edit Course Enrollment Settings](#)

Self enrollment is Off.

5. Enter a description, if desired.
The description will appear on the self-enrollment page. Use this field to provide additional information about the course to potential enrollees.

Description:

The description will appear on the self-enrollment page. Use this field to provide additional information about the course to potential enrollees.

D2L Course Self Enrollment



Testing Community - LG

This is the description.

Enrollment Status

You are enrolled as a CommunityAdmin.

[Course home page](#)

Start Date: June 24, 2022, 6:36 am

End Date: No end date

Course Is Active: Yes

6. Check the boxes next to the roles that will be allowed to self-enroll in the course.
These are the global D2L roles that are allowed to self-enroll. For example, if you want to allow only Faculty to enroll in your course, you would check only that box.
NOTE: all enrollments created by this tool will have the role of Member.

Allowed System Roles:

- Faculty
- Staff
- Student
- Member
- Help Desk
- Allow All Roles

These are the global D2L roles that are allowed to self-enroll. For example, if you want to allow only Faculty to enroll in your course, you would check only that box.
NOTE: all enrollments created by this tool will have the role of Member.

7. If you would like to limit the number of users allowed to enroll in the course, check the box below to **Enrollment Cap** and enter the total number of enrollments accepted.

Enrollment Cap:

Cap enrollments at members. (1 members currently enrolled)

8. If you would like to receive an email notification when a user self-enrolls, check the box below **Enrollment Notification**. *Your MSU email address will be populated automatically. You can use a different email address, if desired. To have notifications sent to multiple email addresses, use a comma to separate each email address.*

Enrollment Notification:

Send email notification to when a student enrolls or unenrolls from this course.

To have notifications sent to multiple email addresses, use a comma to separate each email address

9. The link to the self-enrollment page can be found at the bottom. *This is the link that can be sent to users in order to self-enroll in the course.*

Self-enrollment link

<https://apps.d2l.msu.edu/selfenroll/course/1753925>

[Testing Community - LG Self-enrollment Page](#)

[Click here to view course enrollment statistics.](#)

D2L Course Self Enrollment

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Testing Community - LG

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[Course home page](#)

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