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Release Overview

We are excited to announce the release of two new enrollment enhancements that allow educators to generate access codes for their courses as well as create open enrollment courses the purpose of student self-registration. Creating course access codes creates a faster enrollment process for schools, and eases the burden of managing new enrollments typically placed on educators. Open Enrollment courses allow schools to grant access to students to self-enroll in commonly used courses.

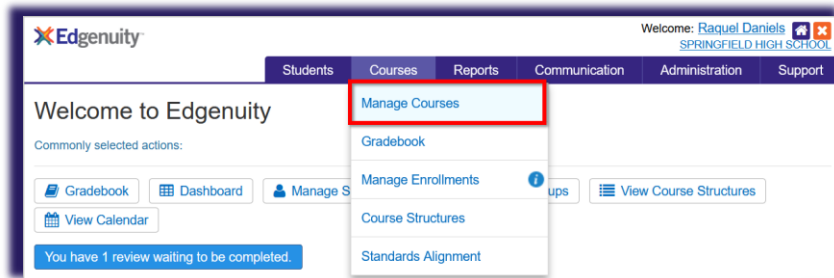
Release Notes: Course Access Codes and Open Enrollment Courses

Generating Access Codes

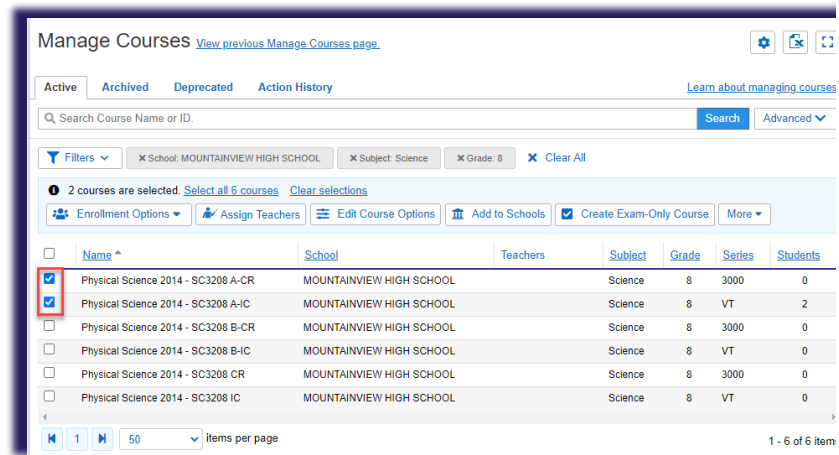
Educators can create unique course codes that can be shared with students for the purpose of self-enrollment.

Educators – Generating Access Codes

1. From the **Courses** tab, select **Manage Courses**.



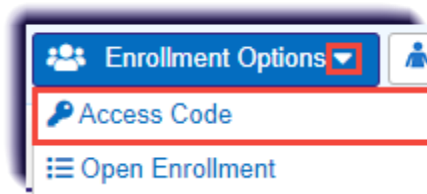
2. Select the **desired course(s)** by checking the box next to the course name.



Information!

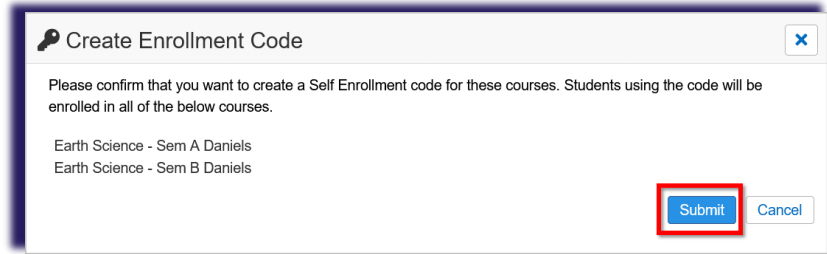
- You may select up to 10 courses at a time during this step.
- If you select more than one course, they will be considered a “bundle” and students will be enrolled in all selected courses in the bundle.

3. From the action bar, click **Enrollment Options**, then click **Access Code**.



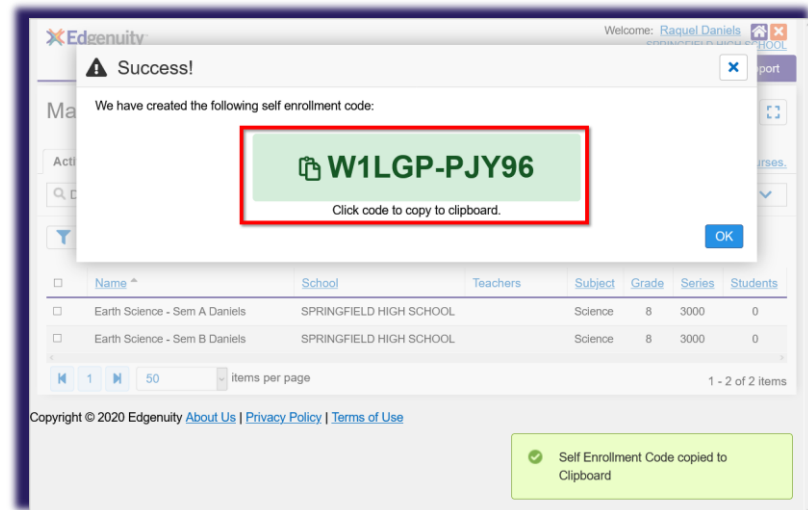
Release Notes: Course Access Codes and Open Enrollment Courses

- On the confirmation screen, review the course names to ensure you selected the correct courses, then click **Submit**.



- On the **success screen**, a unique code appears. **Click the code** to automatically copy it to your clipboard. A confirmation message appears in the lower right corner indicating that the code has been successfully copied.

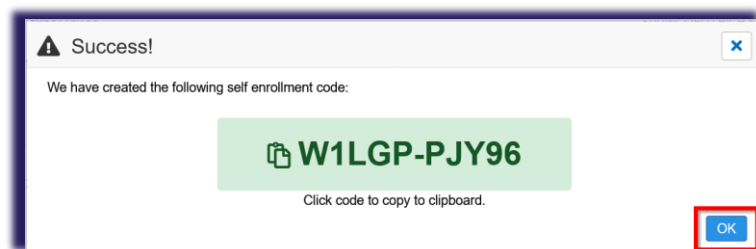
Be sure to copy this code before moving on!



Information!

- Codes can be generated unlimited times for any course. This means you do not need to remember the code for future enrollments.
- You can go through these steps at any time to generate a new code for enrollments.

- After you copy the code, click **OK** to close this window.



Release Notes: Course Access Codes and Open Enrollment Courses

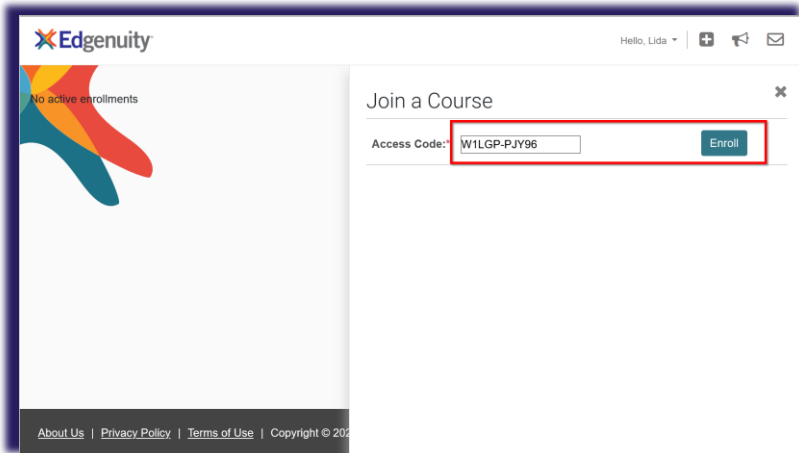
Students – Self-Enrollment by Access Code

Once a code has been created, use your preferred messaging system to share that code with your students. They will use that code to easily enroll in the course or course bundle associated to the code you created.

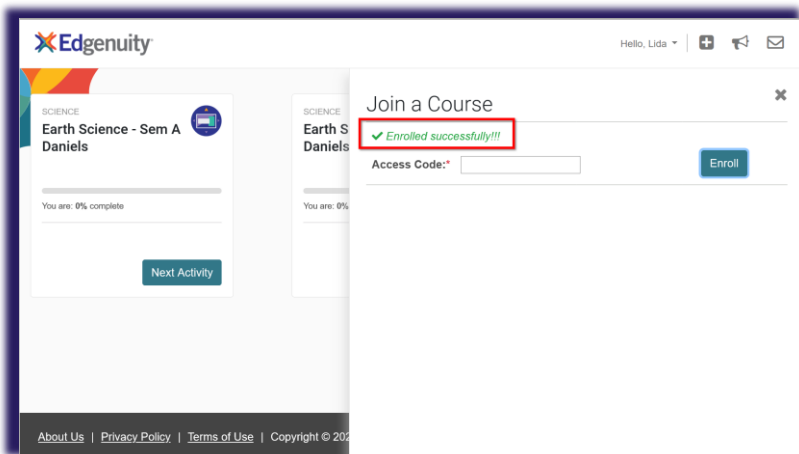
1. On the **Student Home Page**, click the **plus icon** in the upper right corner.



2. On the Join a Course screen, **type the course code** provided by the teacher from the previous section above, then click the **Enroll button**.

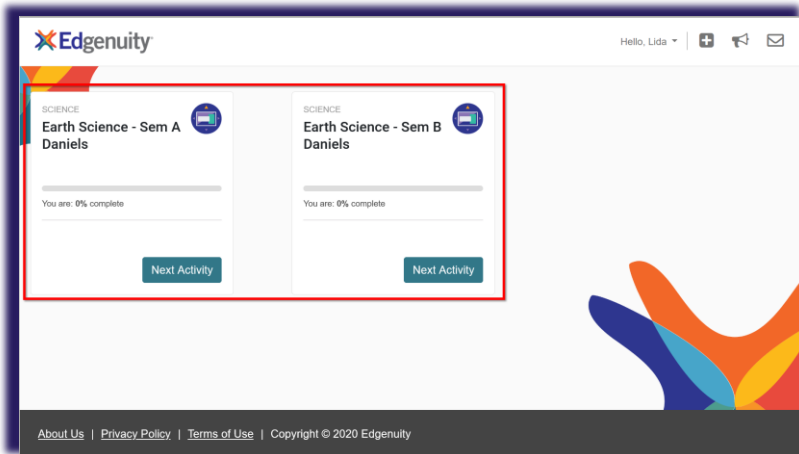


3. A **success message** appears when the enrollment process is complete.



Release Notes: Course Access Codes and Open Enrollment Courses

- Students will automatically be enrolled in the course or course bundle associated to the code provided. They can begin working immediately in the course(s).



Information!

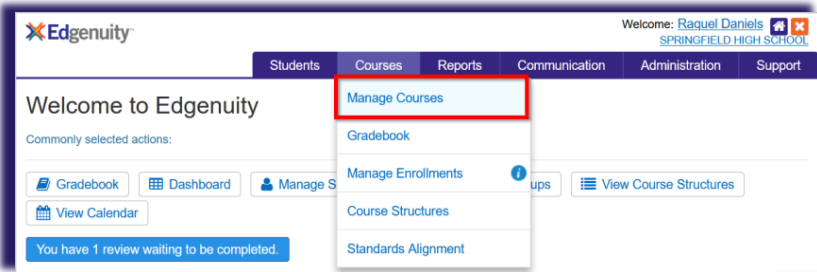
- Students will not be enrolled in courses that were previously assigned and are still active, that were previously completed, or that have been disabled from their account. This prevents any duplicate enrollments from appearing for your students.
- If you are using target dates to monitor student progress, we recommend you set that date for students very soon after they enter their course code(s). These Help Center articles provide further instructions for changing the target dates:
[Change Target Date for Individual Enrollment](#)
[Change Target Dates for Multiple Enrollments](#)

Generating Open Enrollment Courses

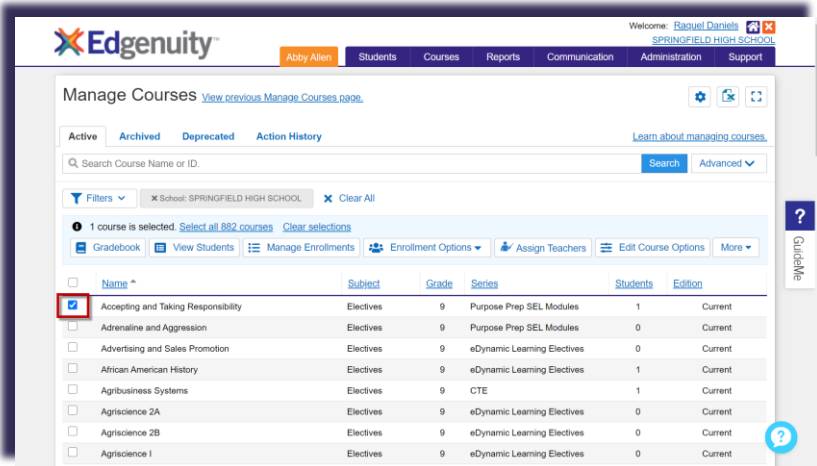
For schools that want to offer specific courses for a large group of students without having to generate codes, the new option to create Open Enrollments is recommended. This feature opens up the course(s) to entire grade levels and can help make the enrollment process more efficient.

Educators – Creating Open Enrollment Courses

1. From the **Courses** tab, select **Manage Courses**.



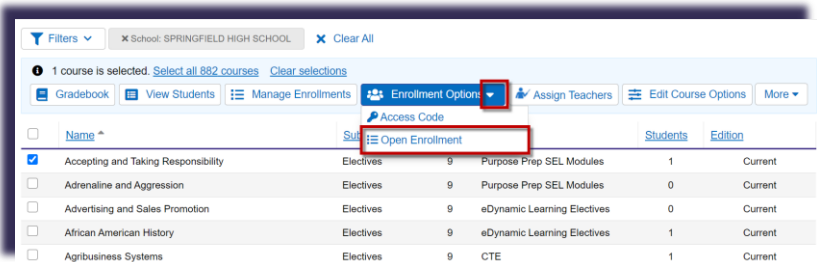
2. Select the **desired course(s)** by checking the box next to the course name.



Information!

- You may select up to 25 courses at a time during this Open Enrollment step.

3. From the action bar, click **Enrollment Options**, then click **Open Enrollment**.



Release Notes: Course Access Codes and Open Enrollment Courses

4. Select at least one grade from the dropdown menu, then click **Submit**.

The screenshot shows the 'Create Open Enrollment' form in a web application. The form title is 'Create Open Enrollment'. Below the title, there is a confirmation message: 'Please confirm that you want to create an open enrollment for these course(s). Students meeting the grade level requirement will be able to enroll in the below course(s) until the chosen end date.' Below this, there is a section titled 'Accepting and Taking Responsibility' with a dropdown menu set to 'Any Grade' and a date input field with a calendar icon. The dropdown menu is open, showing options for 'Any', '4th', '5th', '6th', '7th', '8th', '9th', '10th', '11th', '12th', and 'Adult Learner'. The '12th' option is selected. Below the form, there is a table of courses with columns for 'Name', 'Subject', 'Grade', and 'Series'. The course 'Accepting and Taking Responsibility' is selected, and its details are shown in the table below.

Name	Subject	Grade	Series
Accepting and Taking Responsibility	Electives	9	Purpose Prep SEL N

5. Enter an end date for enrollment. The course will no longer be available for students to enroll in after the date specified.

The screenshot shows the 'Create Open Enrollment' form with the date input field highlighted. A calendar for May 2021 is open, showing the days of the month. The date '05/21/2021' is entered in the input field. The 'Submit' button is highlighted in red.

6. Click **OK**.

The screenshot shows the 'Create Open Enrollment' form with the date input field set to '05/21/2021'. The 'Submit' button is highlighted in red.

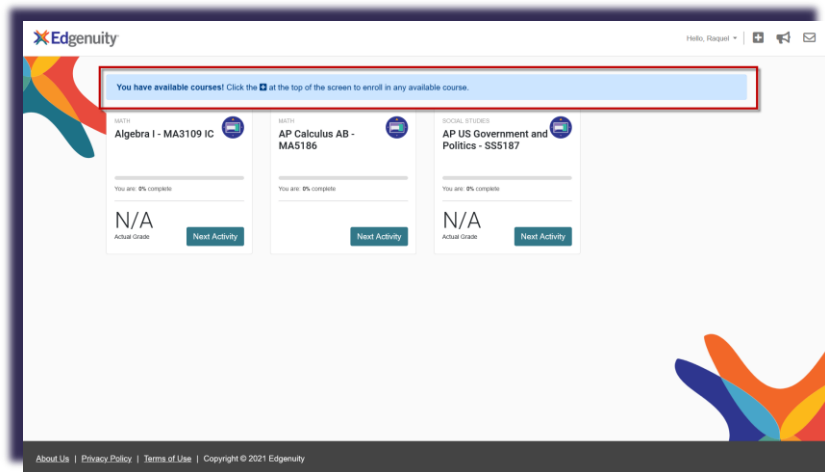
Information!

- When the date entered is in the past, students will not see the enrollment available on their screen.

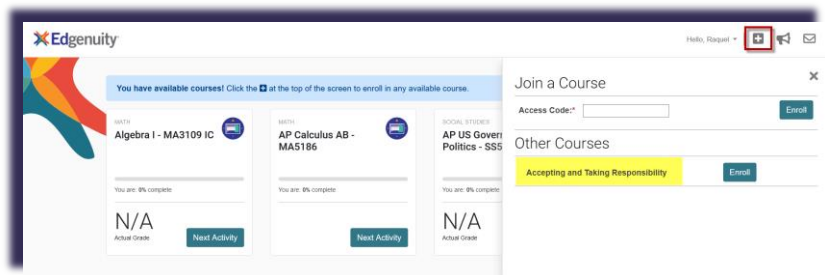
Release Notes: Course Access Codes and Open Enrollment Courses

Students – Accessing Open Enrollment Courses

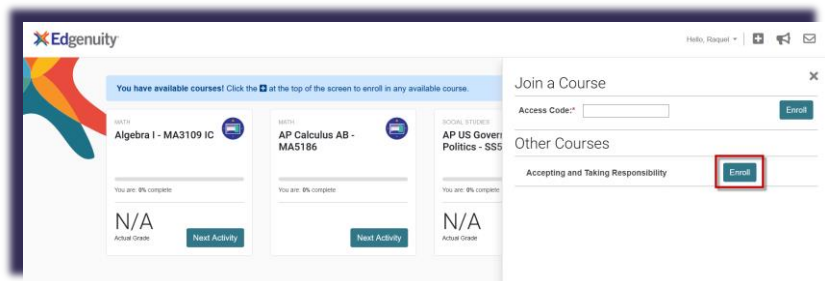
1. When an Open Enrollment has been created, students in the targeted grade level will see a message in a blue banner across the top of their **Home Screen**.



2. Students can click the “+” plus icon at the top right to view the courses available for Open Enrollment.



3. When ready, the students click the **Enroll** button to begin immediately working in the course.



Information!

- Students will not be enrolled in courses that were previously assigned and are still active, that were previously completed, or that have been disabled from their account. This prevents any duplicate enrollments from appearing for your students.
- If you are using target dates to monitor student progress, we recommend you set that date for students very soon after they enter their course code(s). These Help Center articles provide further instructions for changing the target dates:

[Change Target Date for Individual Enrollment](#)

[Change Target Dates for Multiple Enrollments](#)

Access Code and Open Enrollment Courses FAQs

The following are frequently asked questions regarding enrollment codes.

Educators

(Q) What happens if I lose the access code?

(A) All of these access codes are disposable and can be recreated. In order to create a new code, simply repeat the process.

(Q) If I generate a new code for a course that I had previously created a code for, is the old code disabled?

(A) No, students who were given the original code can still use it, in addition to the new code created.

(Q) How long is an access code active?

(A) Enrollment codes will automatically expire after one year. You can generate new codes as needed and for an unlimited number of times for any course or section.

(Q) What courses are not eligible for these features?

(A) Any course that requires a seat purchase is not eligible for open enrollment or self-enrollment access codes. Some examples of these courses are eDynamic Learning or Driver's Education courses.

(Q) How many courses can be grouped with one access code?

(A) A maximum of 10 courses can be added to a single access code.

(Q) How many courses can be set up as open enrollment at once?

(A) The maximum allowed is 25 courses at one time.

(Q) What happens if a student does not have a grade selected on their account?

(A) If a specified grade(s) is selected for the course then the course will not appear as available for the student to enroll in. Their grade, which is non-existent, does not match the grade requirement. This can be resolved by updating the grade level on the student's account profile.

(Q) How can I delete an open enrollment?

(A) Do the following actions to delete an open enrollment:

- Checkmark the course.
- Under **Enrollment Options**, click **Open Enrollment**.
- Enter yesterday's date into the date space.
- Click **Submit**.

Release Notes: Course Access Codes and Open Enrollment Courses

Students

(Q) Are the enrollment codes case sensitive?

(A) No, capitalization does not matter here, but students must have the correct combination of letters and numbers in the correct order.

(Q) A student used my enrollment code, but does not see the course associated with the code on their Home Page? Is something broken?

(A) It's most likely that the student was previously enrolled in the course associated to the code provided. We recommend checking the students archived or completed courses.

Also note that students can only be enrolled in courses they have access to, which is determined by the school(s) they've been granted access to on their student profile. If a student outside of your school attempts to use your enrollment code, they will not be enrolled in the course(s) associated to your code.