

Create Course With Self-Registration

Self registration courses are courses which require students to register for in advance.

To create the course go to **Courses -> Course Manager**. Click **Create New Course**.



Fill in the course summary information like Course Id, Course name and Description. Select the course leader and choose the appropriate course format. See related articles for help on choosing the right course format.

Course Id

Course Name

Course Short Description

Category

Leading Teacher

Course Type

Specify the Course Requires Registration

Select "**Course with self-registration. Guests and students will be required to register.**". Select your registration time-frame (that is the period during which students will be allowed to enroll).

Optionally turn on the "Paid Course" checkbox to create a paid course.

Availability and Access Permissions
 Course with self-registration. Guests and students will be required to register.

Course Self-Registration Time Frame
Registration Opens:  Registration Closes: 

Limit self-registrants to
 Paid Course

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You may consider also turning on the "Show this course in published course catalogs and on the front page" option to make the course discoverable by students who wish to register.

Video Guide

Electa Live Virtual Classroom, LMS - Help & Support Portal

<https://support.e-lecta.com/Knowledgebase/Article/50010>