

GrowthZone Help Center

Client Guidebook / Courses and the Learning Management System / Course creation

Edit course enrollment settings

- 📖 **This article is about the new JUNO learning management system (LMS).** If you don't see these features on your site, your platform still uses the [legacy JUNO courses](#).

When setting up a course, you can decide how, when, and how many learners can enroll. This setup is done before enrollment begins.

💡 Before you begin

- [Open the course editor](#) to follow these instructions.
- Remember to click **Save** at the top of the page before going to a different tab in the editor. Otherwise, you'll lose your changes.

🔒 Who can edit course enrollment settings?

- [Site admins](#)
- [Instructors](#)

Note that [enrollment](#) itself is handed separately. Instructors cannot enroll or unenroll learners.

About enrollment and the waitlist

Everyone must enroll in a course before starting it. Learners can enroll themselves, or you can require someone else (like a teacher or school administrator) to enroll them. In JUNO,

Managers are a special user type who can help enroll learners. But they can't edit the enrollment settings described on this page.

If the course fills up, learners are added to a waitlist.

To learn more, see [Enroll in a course or join the waitlist](#) and [Enroll, remove enrollment, add to waitlist, and indicate course completion status for learners](#).

Require enrollment requests or allow self-enrollment

Set up the course in one of these ways:

- **Require enrollment requests.** Managers are required to enroll learners so that they can take the course.
- **Allow self-enrollment.** Learners can enroll themselves and start the course.

In the **Course Info** tab, under **Rules**, toggle **Require enrollment requests** on or off. When it's off, self-enrollment is allowed.

The screenshot shows the Juno LMS course editor interface. At the top, there is a navigation bar with the Juno logo and several menu items: Live, Schedule, Social, Modules, VNext Courses, Courses, and More. Below the navigation bar, the course title "FRONT-END EDITOR: INTRO TO TABLET WEAVING" is displayed, along with a status indicator "Course is upcoming".

The main content area is divided into several sections:

- Information:** Contains fields for Title (Intro to Tablet Weaving) and Slug (intro-to-tablet-weaving).
- Preview Text:** Contains the text "Learn how to weave a narrow band."
- Body:** Contains a rich text editor with a menu (File, Edit, View, Insert, Format, Tools, Table, Help) and a toolbar with various formatting options. The content of the editor is "About this course" followed by placeholder text.
- Grading:** Contains fields for Course Credits (5) and Course Passing % (60).
- Enrollment Capacity:** Contains a field for Course Learner Capacity (20).
- Tag(s):** Contains a dropdown menu with the tag "Live ILT/450".
- Rules:** Contains two toggle switches: "Require enrollment requests" (which is turned on) and "Reward certificate upon completion" (which is turned off).

A "RECALCULATE GRADES" button is located in the top right corner of the main content area.

Requiring enrollment requests.

Set an enrollment capacity

You can set an enrollment capacity to limit how many learners are in the course. Any learners enrolled past that number are added to a waitlist. When someone is unenrolled, the learner at the top of the waitlist is automatically moved to the enrolled list.

In the **Course Info** tab, under **Enrollment Capacity**, type a number. If you leave it at 0, there is no maximum capacity.

The screenshot shows the Juno LMS interface for editing a course. The course title is "FRONT-END EDITOR: INTRO TO TABLET WEAVING" and it is marked as "Course is upcoming". The "COURSE INFO" tab is selected, showing fields for Title, Slug, Course Credits, Course Passing %, and Course Learner Capacity. The "Course Learner Capacity" field is highlighted with a white box and contains the value "20". Other visible fields include "Title" (Intro to Tablet Weaving), "Slug" (intro-to-tablet-weaving), "Course Credits" (5), and "Course Passing %" (60). A "RECALCULATE GRADES" button is also visible.

Setting an enrollment capacity of 20 learners.

Set enrollment dates

Learners can only enroll or be enrolled within a certain time period. Outside of the enrollment period, learners cannot be enrolled, unenrolled, added to the waitlist, or removed from the waitlist.

In the **Course Info** tab, under **Dates**, set these two dates:

- **Open Enrollment Date:** When learners can start being enrolled.
- **Close Enrollment Date:** When learners can no longer be enrolled. If you don't want enrollment to end, make this the same as the **End Date**.

The screenshot shows the Juno LMS course editor interface. At the top, there is a navigation bar with the Juno logo and menu items: Live, Schedule, Social, Modules, VNext Courses, Courses, and More. Below the navigation bar, the course title 'FRONT-END EDITOR: INTRO TO TABLET WEAVING' is displayed, along with a status indicator 'Course is upcoming'. A horizontal menu below the title includes 'COURSE INFO' (highlighted), 'LESSON PLAN', 'ENROLLMENT', and 'RESOURCES'. A 'RECALCULATE GRADES' button is visible on the right. The main content area is divided into several sections: 'Information' with fields for Title ('Intro to Tablet Weaving') and Slug ('intro-to-tablet-weaving'); 'Grading' with fields for Course Credits (5) and Course Passing % (60); 'Preview Text' with a text area containing placeholder text and a word count of 92 words; 'Dates' with fields for Release Date (10/12/2022 03:), Start Date (12/16/2022 03:), End Date (01/31/2023 02:), Open Enrollment Date (10/13/2022 01:00 pm), and Close Enrollment Date (12/15/2022 01:00 pm); and 'Images & Video'.

Setting enrollment dates.

Related articles

- [Edit course resources](#)
- [User types and permissions for learning management](#)
- [Edit course grading settings](#)
- [View information about your learners and courses](#)
- [Education credits and course information pages](#)

- [Why does lesson editing lock?](#)
- [Creating or importing learning packaged courses](#)
- [Edit the course home page](#)
- [Attaching an access pass to an education credit](#)
- [Creating Education Credits \(EC\) in Das Admin](#)
- [Content Certificates](#)
- [Add instructors to a course](#)
- [Edit course lessons](#)
- [Attaching a certificate to an education credit](#)
- [Edit basic course information](#)

[Growthzone Community](#) / [Privacy policy](#) / [Release notes](#) / [JUNO API](#) / [Learn more](#)

Copyright © 2024 JUNO • Powered by Scroll Viewport & Atlassian Confluence