



Enroll Students with a QR Code

This guide details the process of navigating to the Participants section of a course, generating a temporary access code for a student role, and viewing the generated code and QR code for sharing.

1 Navigate to the Participants Tab

The screenshot shows the LMS interface for the course "PHASE I: INITIAL OPERATOR TRAINING - NORTH CAROLINA". The top navigation bar includes links for Home, Dashboard, My courses, My Certificates, Resources, Help Desk, and OTA Sign. The course title is prominently displayed. Below the title, a tabbed interface allows switching between Course, Settings, Participants, Grades, Activities, and More. The "Participants" tab is currently selected and highlighted with a red circle and a mouse cursor. The left sidebar lists various course resources, including "Resources", "Commander's Interview", "Driver's Pledge", "DWI Brief", "TC21_305_20 Questions", "Attendance", "Announcements", and "Unit B State and HN Local Laws, Policies, and Regulations". A "Folge.me" logo is visible in the bottom right corner of the interface.



From the course main page click on the 'Participants' tab to view the enrolled users list.

2 Select the Option to Create a Temporary Access Code

Home Dashboard My courses My Certificates Resources Help Desk OTA Sign

PHASE I: INITIAL OPERATOR TRAINING - NORTH CAROLINA

Course Settings Participants Grades Activities More

ENROLLED USERS **TEMPORARY ACCESSCODE** ENROL USERS

Match Any Select

+ ADD CONDITION CLEAR FILTERS APPLY FILTERS

1 participants found

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

FIRST NAME / LAST NAME 1%	EMAIL ADDRESS	DODID	ROLES	GROUPS	LAST ACCESS TO COURSE	STATUS
☐ JOE SNUFFY	chevylover1001@gmail.com	123456789	Master Driver	No groups	1 min	Active

With selected users... Choose...

TEMPORARY ACCESSCODE ENROL USERS

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Click on the 'TEMPORARY ACCESSCODE' button to begin creating an enrollment QR code.

3 Configure the Temporary Access Code Settings



Important Information

Some settings here will remove a student after the set date, this will cause the student to lose their certificate. Students are placed into an inactive status once the course is complete.

TEMPORARY ACCESSCODE

Role: Student (1)

Enrolment allowed until: 13 October 2025 13:00 (2) ☒

Enrolment ends at date: 6 October 2025 13:00 (3) ☐

CREATE (4)

EMAIL ADDRESS DODID ROLES GROUPS LAST ACCESS TO COURSE

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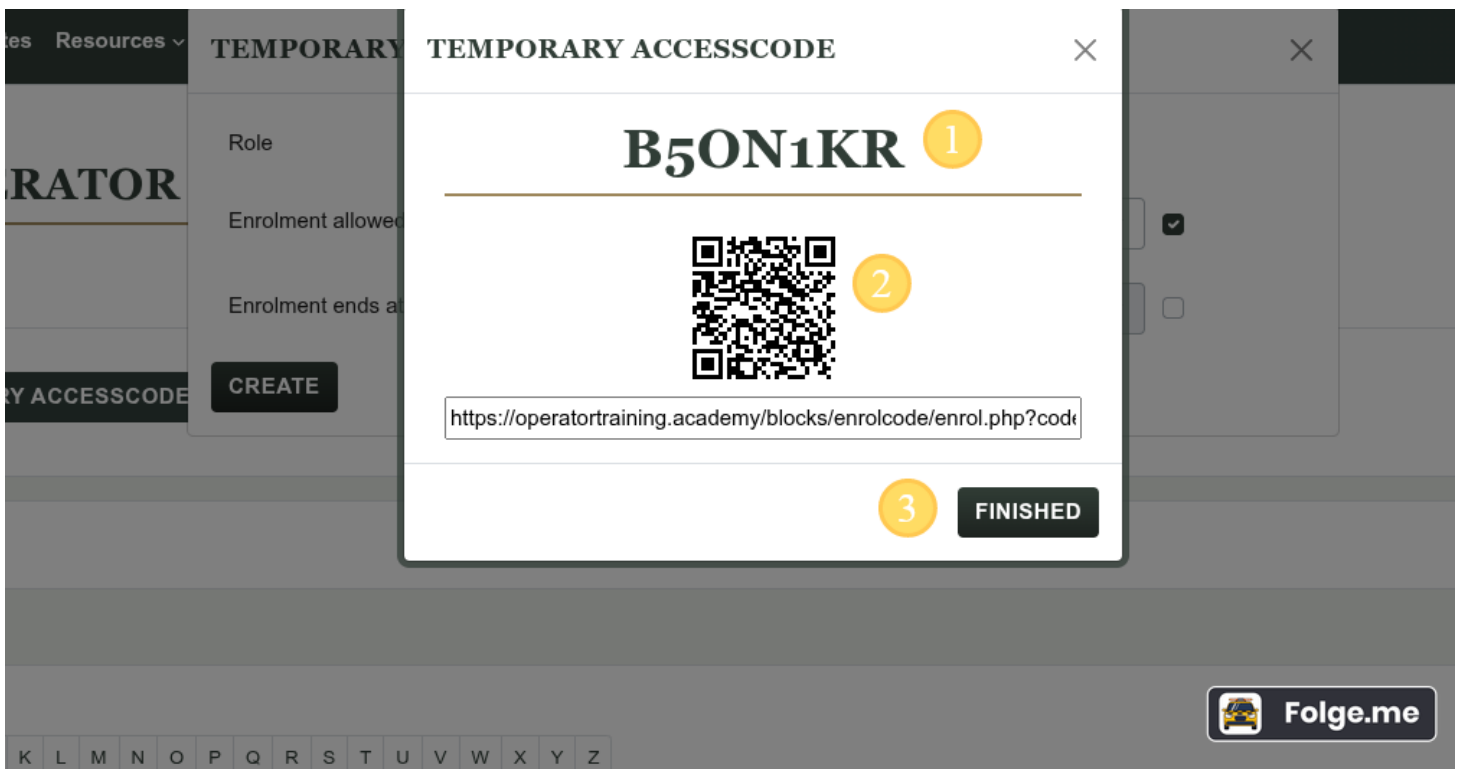
In the 'TEMPORARY ACCESSCODE' pop-up window, ensure the 'Role' is set to 'Student' and configure the desired 'Enrollment allowed until' and 'Enrollment ends at' dates and times for the QR Code.

'Enrollment allowed until' means the QR Code will only work until then for enrollment.

The 'Enrollment end at' is when those students will be removed from the course. Be cautious as removing student from the course will cause them to lose their certificate.

Once complete and ready to create the code, click the 'CREATE' button.

4 View and Save the Generated Access Code



A new window will pop-up and show the generated QR Code, access code and direct enrollment link.

- 1) The access code is shown here as all uppercase, it is not and when you copy the access code and paste it, it will show properly.
- 2) Save the QR Code by right clicking the code and save as.
- 3) Once you are finished, click the 'FINISHED' button to return to the last window.

5 Close the Access Code Configuration Page

TEMPORARY ACCESSCODE

Role: Student

Enrolment allowed until: 13 October 2025 13 00 ☒

Enrolment ends at date: 6 October 2025 13 00 ☐

CREATE

J K L M N O P Q R S T U V W X Y Z

J K L M N O P Q R S T U V W X Y Z

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Click the 'X' in the top corner to return to the participants page and you are done.