

## How to register for the Modules?

Each Module which you take, has an online area on the Moodle where the lecturers share the presentations, assignments and all other related contents. In order to have access to this area, you need to register for each.

According to the below steps, you can register for each module.

Please note that the following steps are as **an example** and you must first check the curriculum to know what modules you should take for each block.

**Step 1:** check your curriculum to know what modules you should take for each block (please read “How to find your curriculum” file).

Example: A student of *MCI Marketing and communication Phase 1* should take below modules:

1. Marketing Mix
2. Organizational Theory
3. New Business Environment

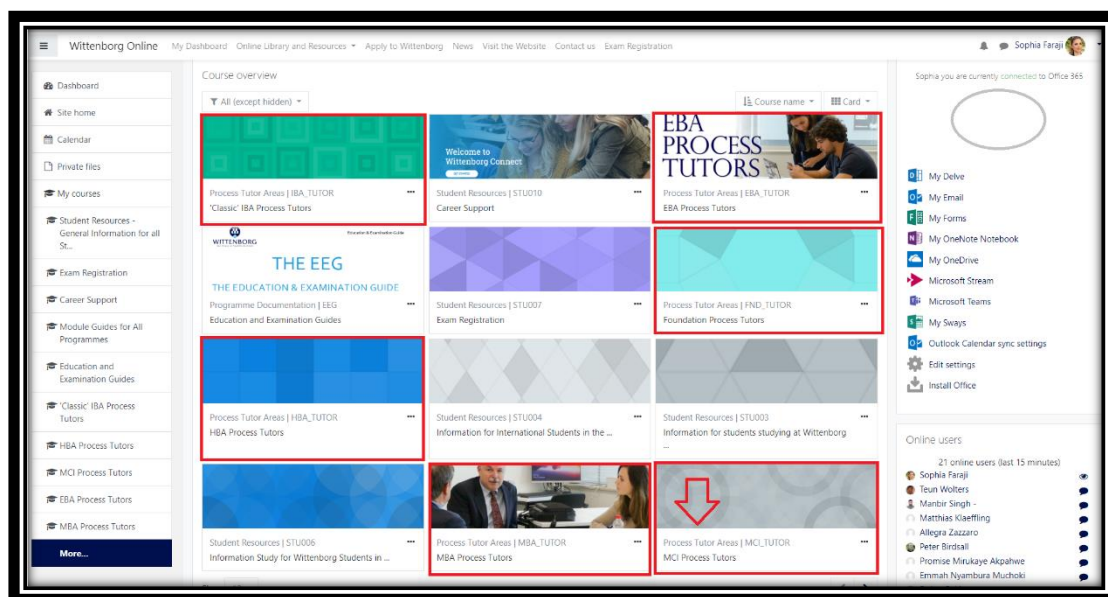
Now we want to register for Marketing Mix module.

**Step 2:** For each module there is an **enrolment key**. For finding the enrolment keys you should log in to Moodle. Go to the [Moodle](#) and log in with your user name ([snumber@student.wittenborg.eu](mailto:snumber@student.wittenborg.eu)) and password (Apeldoorn12345).

Now click on **Process Tutor Areas**.

Based on your Specialization, you have been added in your own process tutor groups:

- Process Tutor Area | IBA\_TUTOR 'Classic' IBA Process Tutors
- Process Tutor Area | EBA\_TUTOR EBA Process Tutors
- Process Tutor Area | FND\_TUTOR Foundation Process Tutors
- Process Tutor Area | HBA\_TUTOR HBA Process Tutors
- Process Tutor Area | MCI\_TUTOR MCI Process Tutors
- Process Tutor Area | MBA\_TUTOR MBA Process Tutors



**Step 3:** On this new page you should scrawl down to see the **Enrolment Keys for all MCI Module Areas**. (see below). Now find the Marketing Mix module name and its enrolment key in front of it. Copy the Enrolment key. click on my Dashboard on the toolbar above.

The screenshot shows the 'Enrolment Keys for all MCI Module Areas' page. A table lists various course areas and their corresponding enrolment keys. A red arrow points to the 'Enrolment Key' column header.

Course Code	Course Name	Enrolment Key
BL11_MCI	Small Business Environment	92505
BL12_MCI	European Law	62039
BL13_MCI	New Business Environment	57977
BL14_MCI	International Law in Business & Commerce	24268
CM11_MCI	Intercultural Management	13443
CM12_MCI	Training in Interpersonal Skills	14890
CM13_MCI	Business Communication	32482
CM21_MCI	Mass Communication	99482
CM22_MCI	International Communication	34073
EN22_MCI	Introduction to Entrepreneurship	38686
EN32_MCI	Corporate Entrepreneurship	39931
FIN11_MCI	Accounting & Bookkeeping	45647
FIN12_MCI	Introduction to Finance	91637
FIN22_MCI	Business Accounting	20810
FIN27_MCI	Financial & Risk Management	71103
FIN32_MCI	Business Plan	49291
FL32_MCI	English Language for Work Experience	42988
GA21_MCI	Statistics	66672
GA31_MCI	Research Methodology & Quantitative Methods	59844
GA32_MCI	Graduation Assignment	24828
IM01_MCI	IT, Office Software & Automation	23482
IM21_MCI	Open Source Software Concepts	52587
IM22_MCI	Information Management	11182
IM23_MCI	Databases & Information Retrieval	31179

**Step 4:** Scrawl down to see “My courses” section. Click on **All courses...**

The screenshot shows the 'My courses' section of the dashboard. A red arrow points to the 'All courses...' link.

**Step 5:** Choose your programme. For example: **Bachelor Programmes - Online Course Areas**.

The screenshot shows the 'Welcome to Wittenborg University Online Education' page. A red arrow points to the 'Bachelor Programmes - Online Course Areas' link.

## Step 6: Choose your field of study and place of study.

The screenshot shows the Wittenborg Online dashboard. The main heading is "Bachelor Programmes - Online Course Areas". Below this, there is a search bar with the text "Search courses" and a "Go" button. A red arrow points to the search bar. The search results are listed below the search bar, showing various course categories and their sub-categories. The categories listed are: 'Classic' International Business Administration (IBA), Hospitality Business Administration (HBA), Marketing Communication & Information (MCI), MCI Apeldoorn, MCI Munich, and Entrepreneurial Business Administration (EBA). A red arrow points to the "Marketing Communication & Information (MCI)" category.

## Step 7: Choose your Phase.

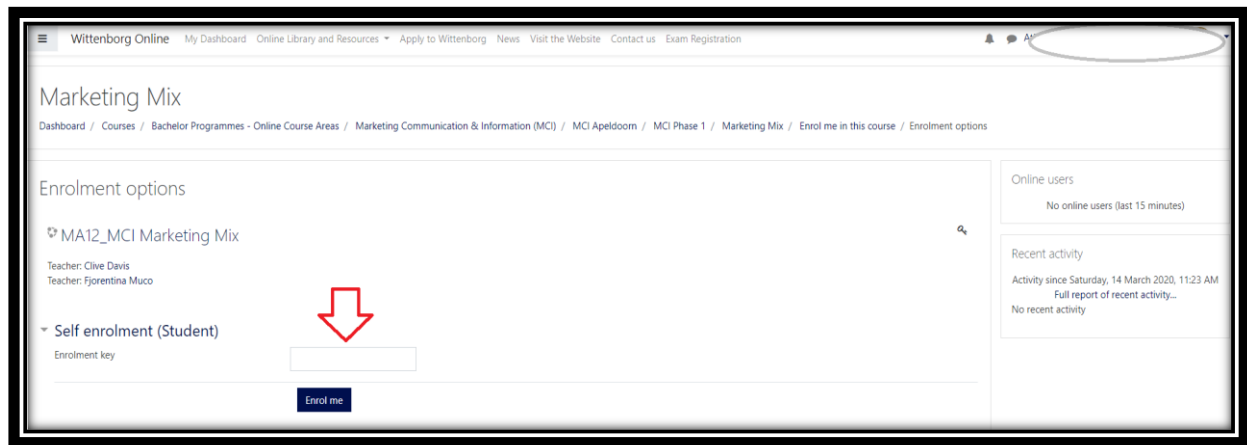
The screenshot shows the Wittenborg Online dashboard for the "MCI Apeldoorn" course. The main heading is "MCI Apeldoorn". Below this, there is a search bar with the text "Search courses" and a "Go" button. A red arrow points to the search bar. The search results are listed below the search bar, showing various course categories and their sub-categories. The categories listed are: MCI Phase 1, MCI Phase 2, MCI Phase 3, and IM01\_MCI IT, Office Software & Automation (Support Module). A red arrow points to the "MCI Phase 2" category.

**Step 7:** In this list you can find the module through the search courses box.

**For example:** Choose Marketing Mix.

The screenshot shows the Wittenborg Online dashboard for the "MCI Phase 1" course. The main heading is "MCI Phase 1". Below this, there is a search bar with the text "Search courses" and a "Go" button. A red arrow points to the search bar. The search results are listed below the search bar, showing various course categories and their sub-categories. The categories listed are: All Modules for MCI Phase 1 in Apeldoorn, BL11\_MCI Small Business Environment, BL12\_MCI European Law, BL13\_MCI New Business Environment, BL14\_MCI International Law in Business & Commerce, CM11\_MCI Intercultural Management, CM12\_MCI Training in Interpersonal Skills, CM13\_MCI Business Communication, FIN11\_MCI Accounting & Bookkeeping, FIN12\_MCI Introduction to Finance, MA11\_MCI Modern Principles of Marketing, and MA12\_MCI Marketing Mix. A red arrow points to the "Marketing Mix" module.

**Step 8:** On this new page, you should paste the enrolment key which you have copied in the shown box. (see below). And then click on **Enrol me**.



The screenshot shows the Wittenborg Online interface. At the top, there is a navigation bar with links: Wittenborg Online, My Dashboard, Online Library and Resources, Apply to Wittenborg, News, Visit the Website, Contact us, and Exam Registration. Below this, the breadcrumb trail reads: Dashboard / Courses / Bachelor Programmes - Online Course Areas / Marketing Communication & Information (MCI) / MCI Apeldoorn / MCI Phase 1 / Marketing Mix / Enrol me in this course / Enrolment options.

The main content area is titled "Enrolment options" and features the course name "MA12\_MCI Marketing Mix". Below the course name, it lists the teachers: Clive Davis and Fjorentina Muco. Under the "Self enrolment (Student)" section, there is a text input field labeled "Enrolment key" and a red arrow pointing down to it. Below the input field is a blue button labeled "Enrol me".

On the right side of the page, there are two panels. The "Online users" panel shows "No online users (last 15 minutes)". The "Recent activity" panel shows "Activity since Saturday, 14 March 2020, 11:23 AM" and a link to "Full report of recent activity...".

**Step 9:**

Now the Name of the Module should be in your “My courses” in your Dashboard.