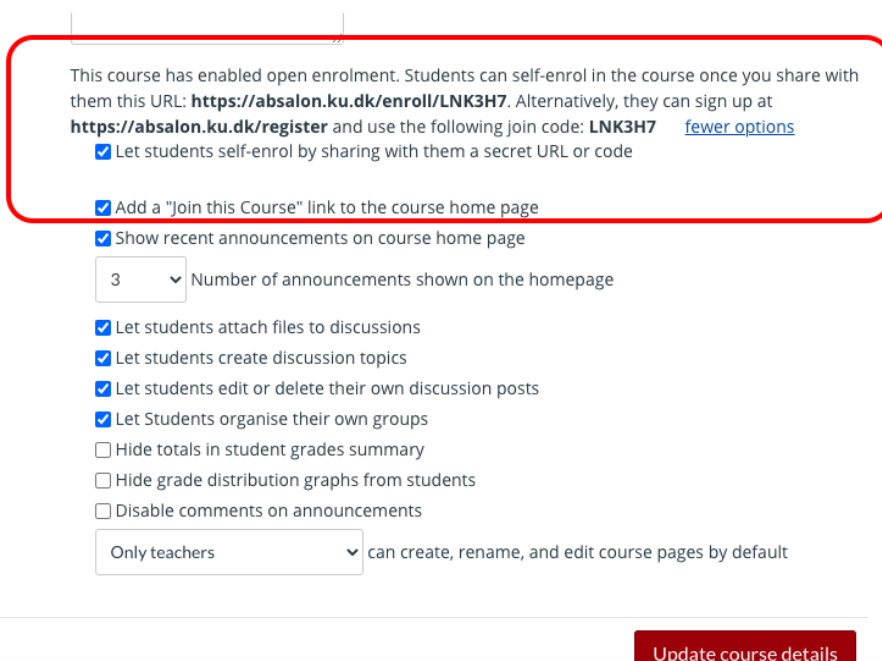


## Guide on how to add external participants in Absalon

Follow these steps to add external participants, who are not affiliated with UCPH, to Absalon:

1. Go to the left-hand menu and click "Settings".
2. Find "more options" at the bottom of the course details. Tick off the box that allow students to "self-enrol".
3. Share the register link and code that the system provides (these are unique for each course room) with the external participants.
4. Once everyone has joined the course room, it is possible to tick off the "self-enrol" option again to make sure that participants do not share a link with others who are not participating in the course.



This course has enabled open enrolment. Students can self-enrol in the course once you share with them this URL: <https://absalon.ku.dk/enroll/LNK3H7>. Alternatively, they can sign up at <https://absalon.ku.dk/register> and use the following join code: **LNK3H7** [fewer options](#)

☒ Let students self-enrol by sharing with them a secret URL or code

☒ Add a "Join this Course" link to the course home page

☒ Show recent announcements on course home page

3 ▼ Number of announcements shown on the homepage

☒ Let students attach files to discussions

☒ Let students create discussion topics

☒ Let students edit or delete their own discussion posts

☒ Let Students organise their own groups

☐ Hide totals in student grades summary

☐ Hide grade distribution graphs from students

☐ Disable comments on announcements

Only teachers ▼ can create, rename, and edit course pages by default

[Update course details](#)

When using the guide above please note:

1. External participants will not have access to other systems requiring UCPH login. Teachers should therefore not link to pages that require an UCPH login.
2. If you access Absalon with UCPH Single Sign-on, e.g. without getting a UCPH username (abc123), you must access Absalon / the course room in Absalon via this link: <https://absalon.ku.dk/login/canvas>.

Participants receive emails from Absalon automatically. If a participant has a UCPH username, the participant can click on the link in the email and the link will send the participant to UCPH Single sign-on and then automatically to the relevant course room.

This function cannot be used by external participants. An external participant must always access the Absalon course rooms via the link above.