

Access to Learning Hub

If you need additional persons to have access to your courses in Moodle, please consult the following chart as to how which steps need to be provided:

Need	Teacher	Dean's Office	Registrar's Office	DLiT
- Teacher is unable to see course that they teach	<ol style="list-style-type: none">1. Search for the class in Learning Hub at the end of their class list.2. Make sure the course is listed in the teacher's ivue. If it is not, contact aimeev@andrews.edu to get listed as the teacher of record.3. If the course is on your ivue, email dliit@andrews.edu with the issue.		Once the request is received, list them as the teacher of record	Double check to make sure the course is in Learning Hub, without the correct teacher, if so then contact the ITS programmer to run the needed process.

<p>- GA / Reader, Admin Assistant, or Guest teacher needs access</p>	<p>Email dlit@andrews.edu with the request. Include the following items:</p> <ul style="list-style-type: none">• Student's name• Student's ID• AU email address• Type of access required• Acronym and number of the course			<p>The DLiT will process the request. The teacher will be notified when complete.</p>
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Need	Teacher	Dean's Office	Registrar's Office	DLiT
<ul style="list-style-type: none"> - Students not officially registered for that specific course - Students registered for Independent Study courses and need access to a specific course content - Lifelong students or community persons 	<p>Contact the dean's office with the request</p>	<p>Dean's office make an email request to courseschedule@andrews.edu</p>	<p>Aimee Regoso will discuss with the dean to make sure this issue cannot be handled any other way. Once approved, Aimee will email the approval to dlit@andrews.edu with the student's ID#</p>	<p>The DLiT will put the student in the course and notify the dean and teacher once complete.</p>
<ul style="list-style-type: none"> - Students needing access who have not financially cleared. 	<p>Email dlit@andrews.edu with the request. Include the following items:</p> <ul style="list-style-type: none"> • Student's name • Student's ID • AU email address • Type of access required • Acronym and number of the course 			<p>The DLiT will put the student in the course with a 21 day access that will expire if the student does not get financially cleared.</p>
<ul style="list-style-type: none"> - Student with a DG or Incomplete that needs access to current course materials 	<p>Email dlit@andrews.edu with the request. Include the following items:</p> <ul style="list-style-type: none"> • Student's name • Student's ID • Student's email address • Acronym and number of the course • Semester in which the course was taken 			<p>The DLiT will process the request. The teacher will be notified when complete. However, if the student has not been given the grade of I or DG, the DLiT will contact Aimee before this is process to ensure that a grade is given.</p>
<ul style="list-style-type: none"> - Staff / Faculty member spouse free class 	<p>Email courseschedule@andrews.edu with a reminder that the request has been made</p>		<p>The Register's office is to send updated list to dlit@andrews.edu. The dlit will enter them into the course.</p>	<p>The DLiT will enter student into the course and notifies the teacher.</p>

