## Learning Hub Quick Reference Guide:

### 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:

<table>
<thead>
<tr>
<th>Need</th>
<th>Teacher</th>
<th>Dean’s Office</th>
<th>Registrar’s Office</th>
<th>DLiT</th>
</tr>
</thead>
</table>
| - Student with a DG or Incomplete that needs access to current course materials | Email [dlit@andrews.edu](mailto:dlit@andrews.edu) with the request. Include the following items:  
  - Student’s name  
  - Student’s ID  
  - Student’s email address  
  - Acronym and number of the course | Email                                                                 | Email dlit@andrews.edu and the request. Include the following items:  
  - Student’s name  
  - Student’s ID  
  - Student’s email address  
  - Acronym and number of the course | 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. |