

## Learning Hub Quick Reference Guide: Access DG and I



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
- Student with a DG or Incomplete that needs access to current course materials	Email <a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a> with the request. Include the following items: <ul style="list-style-type: none"><li>• Student's name</li><li>• Student's ID</li><li>• Student's email address</li><li>• Acronym and number of the course</li></ul>			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.