

HOW TO REQUEST ADDITIONAL ACCESS TO MOODLE AND TEAMS

BASIC INFORMATION ABOUT MOODLE ROLES

Primary Instructor, Instructor, and Program Chair/Department Chair all have the same permissions. These roles can do anything within a course, including changing the activities and grading students.

Non-editing Instructor role can teach in the course and grade students but cannot alter activities. TA/Grader role can grade activities only.

View Only role allows viewing of course content only. This is a non-editing role. Student-specific information is blocked.

NOTE: Only currently registered students or current staff can be assigned these roles without special permission.

ACCESS TO MOODLE COURSES

A faculty member who is listed in Colleague in the first slot of the FASC: Faculty Section Assignment form by the Registrar's office will appear in the Moodle course as Primary Instructor. Any other instructors listed in the FASC: Faculty Section Assignment form will appear in the Moodle course as Instructor.

For a faculty member to get access to a Moodle course as Primary Instructor or Instructor the Primary Instructor, Program Chair/Department Chair, or Dean of the course must reach out to the Registrar's office at registrar1@nwhealth.edu and request access. Once the instructor has been added to the FASC: Faculty Section Assignment form in Colleague they will get picked up and put into the Moodle course via the nightly script. The next morning another script will put the newly added faculty member into the corresponding course Team.

For a faculty member to get access to a Moodle course as Non-editing Instructor, TA/Grader, or View Only role the Primary Instructor, Program Chair/Department Chair, or Dean of the course must reach out to IT at it@nwhealth.edu and request access.

Program Chair/Department Chair are added manually in Moodle course they oversee approximately one week after the new trimester courses are made available to faculty.

ACCESS TO COURSE TEAMS

To be listed as Owner or Member in any course Team an individual must be listed in the corresponding Moodle course.

Individuals assigned the Primary Instructor, Instructor, Program Chair/Department Chair roles in the Moodle course will be listed as Owners in the course Team. Individuals assigned the Non-editing Instructor, TA/Grader and View Only roles will be listed as Members in the course Team.

Individuals added manually to a course Team but do not appear in the corresponding Moodle course will be removed once the script runs.