## **Class Not in Moodle**

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## **Summary**

What to do if a class does not appear in Moodle

## Instructions

If your course does not appear in your Moodle account, you should do the following:

- 1. <u>Check your class schedule in your Self-Service account</u> or go to the Bailey Student Services Building to verify that you're registered for the course.
- 2. Verify each course's start-date, especially if it is a late-start or minimester course. The instructor is not required to make the course visible in Moodle until the first day of the course.
- 3. <u>Contact the instructor</u>. Sometimes the Moodle settings are incorrect. Let the instructor know you're registered and report the problem.
- 4. If you're still having concerns, contact the IT HelpDesk at (828)

398-7550 or helpdesk@abtech.edu. The IT HelpDesk will notify you through your A-B Tech student email account when the problem has been resolved.

**Key Words:** Moodle, missing, course, course not on Moodle, class not on Moodle, register, registration, problems

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