# Moodle: Courses Not <br> Showing Up <br> Last Modified on 08/14/2023 10:57 am EDT 

Are you logged into Moodle but not seeing an academic course or site? These steps can help you pinpoint and fix what is causing the problem.

## Check your visibility settings

The My courses page in Moodle contains a Course overview of the Moodle sites for all courses-past, present, and future-for which you are a participant

If you can't find a course within this menu, change the time period filter.

## Course overview



Set it to In progress to show only your current courses. Set it to All to show every course you are or have been enrolled in.

## Check that you're in the right Moodle.

Each member of the Tri-College Consortium has its own Moodle site. Academic courses will show up on the Moodle site of the college hosting the course:

- moodle.brynmawr.edu ${ }_{\square}$ : Bryn Mawr courses (course numbers starting with B, e.g., HIST B200).
- moodle.haverford.edu $\square$ : Haverford courses (course numbers starting with H, e.g. HIST H200).
- moodle.swarthmore.eduם: Swarthmore courses


## Check that you're enrolled in Bionic.

If an academic course is missing from your My Courses page, double-check that you are enrolled in it on Bionic ${ }_{\square}$, as that's where enrollment for academic courses happens first. That enrollment data is then sent to Moodle to create class participant lists.

If you are not enrolled in a course on Bionic, please do the following:

- Students: contact the Registrar's Office $\square$ for help with Bionic.
- Faculty: contact your department chair or the Provost's Office.

If you just enrolled in a course on Bionic, please wait 24 hours. It can take that long for Bionic to transfer information to Moodle. If you need acsess to a course page in the meantime, please do the following:

- Instructors: contact the Help Desk ${ }_{\square}$ and ask to be added as an instructor on the Moodle course page.
- Students: access a Moodle course as a guest $\square$ to view course materials, if possible. Ask the course's Instructor of Record to enroll you as an Auditor ${ }_{\square}$ if a course isn't guest-accessible or if you need to complete course activities and submit assignments.

Note: Auditors and Registered students have exactly the same permissions in Moodle. When registration data from Bionic syncs to Moodle, any Auditor who is a Registered student will be listed as having both roles. This will not affect any of their permissions or work they have submitted.

If 24 hours have passed and a course still isn't showing up on your My Courses page, please contact the Help Desk ${ }_{\square}$ and tell us the course subject, number, and any section information (e.g., CHEM.B101.002). Also, if you're trying to get anyone added besides yourself, please provide their name.

## Other kinds of Moodle courses

Many departments use Moodle pages for things other than academic courses, such as placement tests, advising programs, and academic resources. These courses are created manually and thus are not handled by Bionic. As a result, Instructor of records or Other editing teachers manually add students to the course.

- Students: If a non-academic course Moodle site is missing from your My courses page, contact the person or department who manages it and ask them to enroll you as a participant.
- Faculty: If you manage a non-academic Moodle site, you canenroll anyone $\square$ who is not already a course participant. If someone is already a participant but can't access your site, contact the Help Desk ${ }_{\square}$ and give them the person's name and the course's name.


## Questions?

If you have any additional questions or problems, don't hesitate to reach out to theHelp Desk!
Phone: 610-526-7440 | Library and Help Desk hours $\square$
Email: help@brynmawr.edu | Service catalog ${ }_{\square}$
Location: Canaday Library 1st floor

