## VII. Moodle Instructor Training

Before creating online courses or teaching online courses, all instructors are required to complete Moodle training.  Deans and/or program chairs are encouraged to inform Distance Education staff of any newly hired faculty. New instructors needing Moodle training are to contact Jo Wilson, Director of Distance Education, by email at jwilson@lenoircc.edu or by phone at (252) 527-6223, ext. 516.

As LCC moves forward with upgrades to technology, including Moodle, instructors will be required to complete Moodle training in the updated versions. Training will be offered in a variety of ways and at many times to better accommodate instructors' needs and schedules. Distance Education will notify instructors in a timely manner by email and through their Deans concerning updating Moodle and various training opportunities available.

## VIII. Moodle Course Request Form

Through the automated system, course shells are created for instructors after a course is inserted in Datatel. Instructors are to complete an online Moodle Course Request Form for EACH course they are scheduled to teach, requesting a copy of a previously taught course to be placed in the course shell. Instructors may request a copy of a course shell for course development. After completing and submitting the form, a *pdf* copy of the Moodle Course Request Form will be sent by email to Distance Education and the instructor. Distance Education will complete the request and send the instructor email notification. Please allow 48 hours for requests to be processed.

The link to the online Curriculum Moodle Course Request Form is located below. A link is also posted on the Employee Intranet under Documents/Distance Education Forms.

<div align="center">

Curriculum Moodle Course Request Form Link:
http://forms.lenoircc.edu/DistanceEd/courserequest.htm

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## IX. Course Availability

Internet courses along with the enrollment assignment, syllabus, and contact information MUST be available to students by 8 a.m. on the day the course starts.

To make a course available to students:

- Login the course in Moodle
- Click **Settings** in the Administration box on the left
- Scroll down to Availability
- Click the arrow by "This course is not available to students"
- Select "**This course is available to students**"
- Scroll down and click the **Save Changes** button

## X. Course Enrollment Procedure

Students taking Internet (online) courses **MUST SUBMIT an ASSIGNMENT** by the 10% date in each Internet course in Moodle to be fully enrolled in the course. Students who do NOT submit an assignment by the 10% date will be marked as "**NEVER ATTEND**" and **WITHDRAWN** from the course.  **No Exceptions.  No Refunds.**