

Student Access to Moodle

Students should only be added manually to any course in Moodle as a **last resort**. WCS use cohort enrolments on Moodle which, when implemented correctly by all staff, ensures that all students enrolled on Unite have access to the correct course and units within Moodle.

If your students do not show in your class or unit participants list, please **first** work through the following steps:

Step 1.

Check that the correct class (named cohort on Moodle) is attached to the course/unit in Moodle. If you are unsure how to do this, please refer to the Moodle video guide: [How to check what classes are attached to your course or unit on WCS Moodle.](#)

Step 2.

If your class code is not attached, please contact webmaster@wcs.ac.uk (in the first instance) or LearningTechnology@wcs.ac.uk with the **full class code** and the Moodle ID(s) required.

Step 3.

If your class is attached but the student still does not show:

- a. Please check that the student has logged directly into Moodle via <https://moodle.westcollegescotland.ac.uk/> (not MyDay). **Students do not appear on Moodle until they have logged on directly.**
- b. Check with the student that they are using the **correct student number** - you can find the student numbers on star portal.
- c. Check on star portal that the student is enrolled on the expected class code – please inform webmaster if you need an infill code to be attached if it was not used in the previous academic year. Class codes **must** include the last 5 characters i.e., **PHNCIT-I211C**.

Similarly, if your code has changed (other than the year) this may also need updating on Moodle. If any changes are made on unite, it will update the **student** account on Moodle **overnight**.

Changes to class codes that are attached to **courses** do not update automatically therefore you must inform webmaster@wcs.ac.uk if any class codes are amended.

We understand that in certain circumstances it is necessary for students to be given access to units that the full class does not need access to. For example: 1 student from another class that needs access to a unit but is not necessarily on an infill class code.

This should **not** be utilized in **college wide elearning units** (i.e., enhancement) by staff. Please complete the [Moodle replacement Units request form](#) if you have a need to enrol individual students in elearning units.

For this reason, we have amended lecturer permissions on Moodle to allow you to enrol with the student role.

You may notice that we have added the warning shown below to the enrolment window highlighting the need to understand which role you enrol a user with. **Please read and understand this warning before enrolling users onto courses.**

Note: this message will also show to users that are not enrolled if they try to access the course.

Warning:

Please ensure you choose the **correct role** when enrolling users. Students should only be assigned with the student role. If this is not followed it could cause GDPR data breaches that would allow the student to gain access to information they should not have access to.

If you are unsure which role is suitable **STOP** and contact learningtech@wcs.ac.uk for advice. [For more information, please visit CoLT](#)

Course Access: Please contact your tutor or the Course Contact below for access to this course.

Please note the enhancement procedure has not changed – please visit the [enhancement area on the staff intranet](#) for information.

If there is anything that you are unsure about or wish to discuss, please do not hesitate to contact the learning technology team by email learningtech@wcs.ac.uk.