An instructor is looking for a course.

- Log in and check course list
- If not found check for hidden courses under the Manage Course List. (Figure 1)
  - Make sure that select all is checked next to course name. (Figure 2)
  - If the course is not found submit ticket to IDTRC
Ticket Reminders

- Please supply course information (course name, instructor, section is essential, CRN if possible)
- Please provide specific information on technical issues (i.e. content area/folder name, assignment name, test name, error wording)
- Please have Walk-In Center submit tickets rather than directly sending faculty or staff to the IDTRC for help as we cannot always accommodate walk-ins. If it’s a pressing matter, please call the IDTRC main line (x22081) to verify that someone is available to assist.