

# D2L POLICIES/PROCEDURES - HANDOUT

6-12-18

1. **COURSE CREATION** –
  - a. A course shell will automatically be created for all courses taught at UofS for a semester.
    - **October 1<sup>st</sup> - Spring/Summer courses created**
    - **March 1<sup>st</sup> - Fall/Intersession courses created**
  
2. **“ROLLING OVER”/COPYING Course Content** –
  - a. **Rolling Over D2L course content from a Previous Semester** –
    - Faculty will have access to do their own rolling over by actually **COPYING** them.
    - To do this, at the course level click on the Cog Wheel icon in upper Right corner next to your name - choose Import/Export/Copy Components.
  
3. **MERGING COURSE ROSTERS** –If you are interested in “merging” courses that have multiple sections, please complete the “Merge Rosters” Form, which can be accessed through the Portal-My.Scranton.edu, under FACULTY TAB, ACADEMICS CHANNEL
  - a. **TIMEFRAME** for submitting a merge request: **FOUR WEEKS BEFORE A TERM STARTS and up until 2 WEEKS AFTER the term starts.**
  
  - b. **IMPORTANT:** If there is any possibility that a course might be “reassigned”, **DO NOT** complete a Merge Request Form.
  
  - c. A new MRG course will be created with a filename that lists all section #'s that were merged – MRG\_BIOL-111-1\_BIOL-111-10\_BIOL-110-12
    - **NOTE:** If you have any content in a course, make sure it resides in the first course listed on the form.
  
  - d. The **merge process runs at 12 NOON and at 3:00AM.**
  
4. **COURSE ENROLLMENT and DELETION (Add/Drop Period)**
  - **3 weeks before classes begin, Rosters are automatically populated**
  - Enrollment (adds) and deletions (drops) are done automatically
  - Faculty do not have ability to remove users from their roster
  
5. **D2L and BANNER SYNC - ROSTERS POPULATED/UPDATED** – 2 times a day (1:00pm and 3:00am), Banner and D2L systems are synchronized, updating roster information.
  
6. **CEASE STUDENTS ACCESS TO COURSES** – 2 weeks after grades are due to registrar, the courses are made unavailable to students (students are not deleted, they are just un-enrolled). The faculty member will still have access to all student information.
  - a. **INCOMPLETES** - email or call Technical Support Desk with your request (x4357)
  
7. **COMMUNITY GROUPS** –

- a. Faculty can request to have a **“D2L Community Group”** created for purposes other than an official course offered by the UofS. For example, a Group could be created for committee members to use D2L and share information.