D2L POLICIES/PROCEDURES - HANDOUT

1. **COURSE CREATION** –
   a. A course shell will automatically be created for all courses taught at UofS for a semester.
      - October 1st - Spring/Summer courses created
      - March 1st - 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.