

D2L POLICIES/PROCEDURES - HANDOUT

8/2/21

1. **COURSE CREATION** –
 - a. A course shell will automatically be created for all courses taught at UofS for a semester.
 - 45 Days before the semester begins (starting Fall 2019)
2. **MY COURSES WIDGET –How To Filter and Pin Courses**
 - a. Current semester courses don't automatically appear in the My Courses Widget, you have to search for them and PIN them by following the instructions below.
 - b. To get current semester courses to display in the My Courses Widget, either click on a semester listed above the widget or click "View all courses" under the My Courses Widget; next click Filter in the upper right corner and choose a semester; then manually PIN those courses by hovering over the image and clicking on the 3 dots that appear; click PIN from the menu; so that they stay present in the My Courses Widget.
3. **"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.
4. **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.
5. **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
6. **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.
7. **CEASE STUDENTS ACCESS TO COURSES** – 3 weeks after the end date of the course (last day of semester) it is unavailable to students (the course is made inactive). The faculty member will still have access to all student information.
 - a. **INCOMPLETES** - email or call Technical Support Desk (techsupport@scranton.edu) with your request to extend the course (x4357)
8. **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.