



Things for Faculty to Know about eLearning and D2L at Camosun

Preamble – Who is eLearning?

eLearning is a unit within the Centre for Excellence in Teaching and Learning, with face to face offices at Lansdowne and Interurban, or virtual “offices” through Teams. We support the use of Desire2Learn (D2L) and other educational technologies available at Camosun College (Kaltura, Camtasia, WordPress, Collaborate). Our **eLearning Support team** can help you and your students when you have technical issues or questions about D2L or our other technologies. Our **instructional designers** work with faculty to design and develop online learning opportunities, set up their D2L courses, explore options for using other online tools to support their teaching, and discuss considerations for integrating those tools into their course design.

Want to know more? Let us know – our contact phone numbers and emails are on page 2!

1. What is D2L?

- Desire2Learn (D2L) is Camosun College’s learning management system. D2L enables faculty who are teaching face-to-face, blended, or completely online to deliver content, manage online activities and group collaboration, as well as provide online assessment options for students.
- Your D2L site can only be accessed by students registered in your course, eLearning staff, and other Camosun employees you request access for.
- To get started with D2L, please request a consultation with an eLearning instructional designer. You also check the current workshop schedule for the Centre for Excellence in Teaching and Learning (CETL) (<http://camosun.ca/about/teaching-learning/events/index.html>) for upcoming D2L learning opportunities.

2. How are D2L course sites set up?

- Your course must be flagged for D2L when the course is set up for registration in Colleague. To ensure that it has been flagged, check with the person in your area who sets up courses in Colleague for registration (often the Chair).
- Approximately 30 days before the course start date, you will have access to your blank D2L course shell (as long as you are listed in Colleague as the instructor of the course).
- 7 days before the course starts, you will see the names of registered students appear in your D2L course site Classlist. Students are added to and dropped from this list as they are registered in, or unenrolled from, the course through Colleague each night. Waitlisted and late registering students gain access to their D2L courses the day after they are registered.
- Students will have access to the D2L course sites they are registered in **on the start date of the course** (as it appears in Colleague). Students will then have access to the D2L course site for 20 days after the end date of the course (as it appears in Colleague).
- You, as the instructor of the course, will have indefinite access to your D2L course sites unless you arrange with eLearning Support to have them removed from your list of courses in D2L. This process requires an email from you to **eLearning Support** (eLearning@camosun.ca) clarifying which courses you wish to have removed.

3. If I teach multiple sections in a term but only want one D2L course site (and thus one D2L gradebook) for all my students, what do I need to do?

- **BEFORE** your students are added to your D2L course site (which happens 7 days before the start date of your course), contact **eLearning Support** and let them know which sections need to be merged into one course site.



4. What is a DEV (Development) course site, and how do I request one?

- A D2L DEV course site is a course site that students cannot access. It is a place where you can build and revise your course site before your live course shells become available to you.
- A DEV site must be associated with a course you are teaching (for example, if you teach Math 100, you can request a Math 100 DEV site).
- To request a DEV site for one of your courses, email eLearning Support. To learn more about DEV sites and how they can be used, talk to an eLearning instructional designer.

5. How do I get access to someone else's course site?

- You will need to ask that person to contact eLearning Support and request/give permission for you to be added to their course site, and indicate what level of access you should be given.

6. Where do I go to get help with D2L?

- You can ask for help from eLearning Support (eLearning@camosun.ca) or book a one-on-one consult with an eLearning instructional designer (see contact information below).
- You can come to an eLearning drop-in session or workshop.
- You can also access our **D2L On-Demand Training** site under My Courses in D2L (when you click on **Student**) in D2L, or on our [eLearning Tutorials site](#).

7. How do I log into D2L?

- Go to <http://www.camosun.ca>, click D2L in the top right corner, then enter your C# and password.

8. How do I find my courses in D2L?

- Once you have logged into D2L, you can find a list of all the courses you have access to in the **My Courses** widget on the main Camosun D2L page, or in the **Select a course...** menu on the right-hand side of the navigation bar.
- You can pin courses in the My Courses widget or in the **Select a course...** menu so that, for example, the courses you are teaching right now always appear at the top of the listings. You can access instructions for this in the On-Demand Training course site, or through eLearning Support.

9. How do I copy course material from one course to another?

- Use the **Import/Export/Copy Components** tool in your D2L course site (under **Edit Course**). You can access instructions for this in the On-Demand Training course site, or through eLearning Support.

eLearning is:

	Contact Information	Role	Primary Campus
eLearning Support	Elarning@camosun.ca	General Support Requests	N/A
Wendy McElroy	mcelroy@camosun.ca ext. 3488	D2L Administrator + Support	Lansdowne
Bob Preston	prestonb@camosun.ca ext. 3937	Web Analyst + Support	Lansdowne
Monique Brewer	brewerm@camosun.ca ext. 4990	Instructional Designer	Interurban/Lansdowne
Meghan Campbell	campbellm@camosun.ca ext. 4994	Instructional Designer	Interurban
Sue Doner	doners@camosun.ca ext. 3939	Instructional Designer	Lansdowne
Emily Schudel	schudELE@camosun.ca ext. 3529	Instructional Designer	Lansdowne
Jennifer Stein	stein@camosun.ca ext. 4993	Instructional Designer	Interurban



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