



Getting Started Checklist – New Instructors

Welcome to Camosun!

As a brand-new faculty member, you will receive quite a bit of information in your first few weeks. One important communication you will receive is a welcome email from one of our eLearning Instructional Designers (ID) in the Centre of Excellence in Teaching and Learning (CETL). We encourage you to connect with them for an D2L orientation session. This can be a full overview or a refresh if you have previously used D2L.

Note: D2L is the Learning Management System we use to deliver course content.

We are here to help you throughout the term so please reach out!

The checklist below provides an overview of some essential tasks you need to complete as you start your teaching journey.

Checklist

☐ **Schedule D2L Orientation Consult**

Connect with an Instructional Designer to [schedule a one-on-one D2L overview](#) consult.

☐ **Bookmark Important Sites**

Review and bookmark the [eLearning Tutorials site](#), [D2L](#), [Microsoft 365](#), and our [TDX ticketing system](#)

☐ **Confirm Access to D2L Courses**

Ensure you have access to your courses in [D2L](#). If you do not have access, connect with your department Chair or Admin Coordinator. They will need to set up your C# (employee number) and email, and assign you as the instructor of record in MyCamosun for your courses.

☐ **Confirm Access to Email**

Ensure you have access to your Camosun email account. If you do not have access, connect with your department Chair or Admin Coordinator.

☐ **Setup Email Forwarding**

The D2L email system is challenging to navigate, so we strongly recommend forwarding your D2L email to your Camosun email account. This will help ensure you don't miss important messages from your students. This [D2L tutorial](#) will show you how to setup email forwarding.

☐ **Confirm Access to Course Content**

Ensure you have access to the source content for your course. If you do not have access, connect with your Program Lead, Course Lead or Chair to request access.

