



## 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, and virtual “offices” through Teams or Collaborate. We support the use of Desire2Learn (D2L) Brightspace 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, understand best practices in online pedagogy, set up and manage 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 information is on page 2!

#### 1. What is D2L?

- Desire2Learn (D2L) Brightspace 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 consult with an eLearning instructional designer. You can also check the current [workshop schedule](#) for upcoming CETL, eLearning, and D2L learning opportunities.

#### 2. How are D2L course sites set up?

- Every semester, by default, instructors will be provided with a D2L shell for **every** section of course(s) they teach (regardless of whether they use D2L), as long as they are tagged as the instructor for the course sections in myCamosun. If you are unsure if you are correctly assigned in myCamosun, check with your Chair or the person in your area who is responsible for scheduling. **NOTE:** If you do not wish to use D2L, you can put a notice up in the course to let students know, or send a request through our [eLearning Support portal](#) listing your courses and sections, and we can hide them. **This request needs to happen each term for each course.**
- Approximately 30 days before the course start of the term, you will have access to your blank D2L course shell (as long as you are listed in myCamosun as the instructor of the course).
- As students register for your course, you will see their names appear in your D2L course Classlist. Students are added to and dropped from this list as they are registered in, or unenrolled from, the course through myCamosun in real time. Waitlisted students can't access D2L courses until officially registered.
- Students will have access to D2L course sites they are registered in **on the start date of the course** (as it appears in myCamosun). Students will then have access to the D2L course site for 20 days after the end date of the course (as it appears in myCamosun). This is typically the exam period plus a few days.
- You, as instructor of the course, will retain access to your D2L course sites unless you arrange with eLearning Support to have them removed from your list of courses in D2L. Permanently deleting a course requires a request from you to [eLearning Support](#) 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?

- [Contact eLearning Support](#) to let them know which sections need to be merged into one course site. **Provide as much notice as possible to eLearning support if you want your course sections merged to ensure they are merged by the first day of class.** Review the [Merging Course Sections in D2L considerations](#) for more information.



#### 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, submit a [support ticket](#). 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 submit a [support ticket](#) 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](#) 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 all the eLearning tutorials on the [eLearning Tutorials site](#).

#### 7. How do I log into D2L?

- Go to <http://www.camosun.ca>, click D2L at the top, 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 on the [eLearning Tutorials 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 on the [eLearning Tutorials site](#), or through eLearning Support.

	Contact Information	Role	Primary Campus
eLearning Support	<a href="#">eLearning Support Portal</a>	General Support Requests	N/A
Wendy McElroy	<a href="mailto:mcelroy@camosun.ca">mcelroy@camosun.ca</a>	D2L Administrator + Support	Lansdowne
Bob Preston	<a href="mailto:prestonb@camosun.ca">prestonb@camosun.ca</a>	Web Analyst + Support	Lansdowne
Juan Flores	<a href="mailto:floresj@camosun.ca">floresj@camosun.ca</a>	D2L Support	Interurban
Kristina Andrew	<a href="mailto:andrew@camosun.ca">andrew@camosun.ca</a>	Instructional Designer	Lansdowne/Interurban
Monique Brewer	<a href="mailto:brewerm@camosun.ca">brewerm@camosun.ca</a>	Instructional Designer	Interurban/Lansdowne
Meghan Campbell	<a href="mailto:campbellm@camosun.ca">campbellm@camosun.ca</a>	Instructional Designer	Interurban
Sue Doner	<a href="mailto:doners@camosun.ca">doners@camosun.ca</a>	Instructional Designer	Lansdowne
Patricia Larose	<a href="mailto:LaroseP@camosun.bc.ca">LaroseP@camosun.bc.ca</a>	Instructional Designer	Interurban
Emily Schudel	<a href="mailto:schudele@camosun.ca">schudele@camosun.ca</a>	Instructional Designer	Lansdowne

