

This guide will walk you through the steps to create your Desire2Learn course shells and copy your course content from one semester to the next.

Building Courses

Desire2Learn courses are built on request through a simple “flagging” system in the Employee Portal.

1. Log into the College Portal and open the Faculty tab.
2. Click Class Lists, and select the semester you want to request courses for (it defaults to the newest semester in the system)
3. There will be a column called “**D2L-Based Course**”, containing a checkbox for each course, broken down by section. Check the box for any course section(s) you wish to request. A small popup message will confirm the choice each time.
4. Once it’s checked, your course will be created the following morning, and will automatically be added to your D2L account.

The newly-created course will be empty. If you wish to include content from a previous semester, it will need to be copied.

Merging Sections

By default, Desire2Learn courses are set up as individual course sections. If you prefer to deliver multiple sections of the same course in a single D2L shell, you will need to first set up the individual sections, and then request that they be merged. Send an e-mail to eLearningSupport@conestogac.on.ca specifying the course code and section numbers you want combined, and the Educational Technology department will merge them for you.

Copying Content

A. Copying your own course content

If the content you wish to copy comes from a course you own, you can copy that content yourself. This process is quick and easy, requiring only a few minutes.

1. Go into the empty shell for the new semester. It's very important that you ensure that you're in the empty **destination** course that is to be copied into, and not the **source** shell that is to be copied from.

2. Click Edit Course at the top, then  Import / Export / Copy Components
3. “Copy” should be selected by default; click “Search for Offering”
4. A window will pop up that lists the courses you have access to. Find the course you wish to copy from, click the circle next to it, and then click “Add Selected”
5. Click “Copy All Components” at the bottom and confirm any further prompts.

The copy process takes from a few seconds to a few minutes, depending on the size and complexity of the copied material. **If you encounter any problems while copying your content, immediately stop and contact eLearningSupport@conestogac.on.ca.**

B. Copying another instructor's content

If you wish to copy the content of a master course or another instructor's current or former course, you will first need to ask that instructor to add you to their course's Classlist. To do this, they will need to:

1. Go into their course and click Resources -> Classlist
2. Click “Add User”, then “Search and Enroll Users”
3. Search for the name of the person to be added
4. Find them in the results, check the box beside their name, and change their Role to either
 - a. “Instructor” to give them editing rights to this course
 - b. “Copy Access Only” to only let them view and copy
5. Click “Save” at the bottom

Once you have access to the course, you can copy from it using the method described in Part A.

If the owner of a course you wish to access is no longer with the College, please have your department chair send an e-mail to eLearningSupport@conestogac.on.ca, listing the course code, semester, and section you wish to access, and we will set you up with the necessary access.