

# HOW TO SET UP SEPARATE ONLINE COURSE SHELLS FOR D2L

## STEP 1: Select *Class Roster and Student Information* link

The screenshot shows the TConnect@Temple College Faculty Menu. The page is titled "FACULTY - TCONNECT FOR FACULTY MENU" and includes a welcome message for Brian St. Amour. The main content area is divided into several sections, each with a green header bar: "User Account", "Communication", "Employee Information", "Faculty Information", "Professional Development", "Professional Development Instructors", "Class Schedules", "Financial Information", and "Initiate a Retention Alert". Under the "Faculty Information" section, a red arrow points to the link "Temple College Class Roster and Student Information". Other links in this section include "Access Desire 2 Learn System", "Temple College Final Grade Entry", "Temple College Grade Change Request Form", "My Class Schedule", and "Faculty Section Information Maintenance". The top navigation bar includes "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "FACULTY MENU", and "CONTACT US". The bottom navigation bar includes "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "FACULTY MENU", "CONTACT US", and the TConnect<sup>3</sup> logo.

## STEP 2: Select *Term* and click *Submit* button

The screenshot shows the "Temple College Class Roster and Student Information" page. The page title is "Temple College Class Roster and Student Information". Below the title, there is a form with a dropdown menu labeled "Select a Term" and a "SUBMIT" button. A red arrow labeled "1" points to the dropdown menu, which currently shows "Fall 2013". Another red arrow labeled "2" points to the "SUBMIT" button. The page includes a navigation bar at the top with "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "FACULTY MENU", "HELP", and "CONTACT US". The bottom navigation bar includes "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "FACULTY MENU", "HELP", "CONTACT US", and the TConnect<sup>3</sup> logo.

### STEP 3: Select Maintain D2L Offerings and click Submit button

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FACULTY Welcome Brian St. Amour!

#### Temple College Class Roster Information

**\*NEW\* Beginning March 19, 2012**  
The "Never Attended" reporting deadline will show under each section. From the start of class until this date you may report students as never attending or never participating in that section. After this date you must wait until at least the day after census for that section to report students as "Quit Attending". Choosing Option 4 (Attendance Reporting) between these two dates will take you to the class roster instead. Students that attend/access the section even once are eligible for State/Federal funding and should remain on the roster.  
**Option 4 (Attendance Reporting)** is only available from the section "Start" until the "Never Attended" deadline for reporting never attended and from the Day after Census until the "Drop End" date for "Quit attending" (those that attended at least once).  
Towards the end of the semester when students have begun taking the Section Evaluations you will be able to view which students have taken the evaluation by clicking on the "EVAL" link in the "Stds/Avail /Wait" column below. It will open a separate window, so that when you close it you will be returned to the Class Roster selection form. If the word "EVAL" does not appear in the column then the time for evaluations has not started for that section.

1.  Show Section Student Information  
2.  Show Section Roster Information  
3.  Email copies of all Rosters  
4.  Attendance Reporting  
5.  Maintain D2L Offerings

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days	Stds/Avail/Wait	Census Approval
<input type="checkbox"/>	BUSG-1301-1002 Introduction to Business Start: 08/26/13 Cens: 09/11/13 Drops End: 11/15/13	FA2013	ISC	151	08:00PM - 08:50PM	M	14	Approved-09/12/13
<input type="checkbox"/>	BUSI-1301-1002 Business Principles Start: 08/26/13 Cens: 09/11/13 Drops End: 11/15/13	FA2013	ISC	151	08:00PM - 08:50PM	M	23	Approved-09/12/13
<input type="checkbox"/>	STSK-0305-1018 Master Student for TSI Start: 08/26/13 Cens: 09/03/13 Drops End: 10/04/13	FA2013			***		23 EVAL	Approved-09/12/13
<input type="checkbox"/>	STSK-0305-1019 Master Student for TSI Start: 10/21/13 Cens: 10/28/13 Drops End: 11/26/13 Please report Never Attended on/before 10/24/13	FA2013			***		25/0/0	Not Past Census

SUBMIT

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### STEP 4: Select Separate Offerings and click Submit button

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#### D2L Course Offering Changes

You may enter either start date before the offering starts to allow students early access, an end date if the offering is already ended or if the section is ended (has an end date) and you have finished all work in that offering you can inactivate it. You can supply an end date at the same time you inactivate it if it does not already have an end date.  
If an offering contains multiple sections ALL sections must have an end date before the offering is ended, even if the sections are taught by different instructors. The same applies to inactivating an offering.

NOTICE: Beginning with the Summer 2013 term you may flag any section to create a separate D2L course offering by checking the Separate Offering box on this form. You only need to create a separate offering for a section if the content of that section is totally different than the other sections of the same course and it meets at the same time as other sections. Separate offerings will automatically be created for sections that do not meet in the same time frame, such as first and second 8 weeks. Separate offerings will also be created if the instruction method, such as Internet versus Hybrid, are different.

D2L Course Offering	Sections Included	Inactivate	Early Start	End Date	Separate Offering
01178000228F13WEB	BUSG-1301-1002 Introduction to Business Start: 08/26/13 End: 12/12/13	<input type="checkbox"/>			<input checked="" type="checkbox"/>
01178000228F13VWEB	BUSI-1301-1002 Business Principles Start: 08/26/13 End: 12/12/13	<input type="checkbox"/>			<input checked="" type="checkbox"/>
01178002769F13INTc	STSK-0305-1018 Master Student for TSI Start: 08/26/13 End: 10/17/13	<input type="checkbox"/>			<input checked="" type="checkbox"/>
01178002769F13INTd	STSK-0305-1019 Master Student for TSI Start: 10/21/13 End: 12/12/13	<input type="checkbox"/>			<input checked="" type="checkbox"/>

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