

A How-to Guide For Adding a Course Outline to A D2L (Desire2Learn) Course Page

This document outlines the steps required to add a PeopleSoft (Evolve) course outline to a MyCourses D2L course page.

DOCUMENT INFORMATION

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1.0	Aug. 13, 2014	David Baker	N/A
1.1	Aug. 14, 2018	David Baker	Annual update
3.0	May 13, 2025	David Baker	Annual update – screenshots and content refreshed

RELATED DOCUMENTS

Policy/Operating Procedure	Policy/Operating Procedure Link	
College Policy	2-218 Learning Management System Usage	

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FINDING AN APPROVED COURSE OUTLINE IN THE PEOPLESOFT (EVOLVE) SYSTEM								
Step 1: Go to https://flemingcollege.ca/.								
Step 2: Log in to the myCampus Portal.								
Step 3: Click the " Course Outlines " button	FLEMING Dashboard							
	Dashboard	Computation						
	📑 Email	community sta						
	myCourses (D2L) My Files >	Weekly Sci						
	🖧 Evolve Administrative System	May 13, Tueso S M						
		11 12						
	Cancel or Delay Class	SSFC 73 SECTION 001						
	Course Outlines							
Step 4: Click the "View Approved Course	Viewing and Maintenance							
	Create, edit or approve course outlines - Use Create, edit or approve course outline Create Marcial active Course Outline Marcial active active Marcial active active Reports - Reports that increase your course outline productivity My annual that req. approval My course outlines My semester that req. approval Status report by program	I course outline training materials - View and/or print approved course outlines ing Material						
Step 5: Search for the desired course	Find an Existing Value							
outline by specifying the relevant criteria	Search Criteria	ch Leave fields black for a list of all values						
in the applicable fields, and then click								
the " Search " button.	Recent Searches Choose from recent	searches V 🖉 🔽 Saved Se						
 Academic Year Subject Area, and/or 	Academic Year begins with 2024 Q Subject Area begins with busn Q							
Catalog Nbr	Catalog Nbr begins with V 18 Course ID begins with V Term begins with V Session = V Class Section begins with V Description begins with V Course Name begins with V A Show fewer options Case Sensitive Search Clear							
Pro Tip: When using the search, less is morAcademic Year	e. For best results, limit you	r criteria to no more than three:						

- Subject Area (alphabetic portion of the course code)
- Catalog Number (numeric portion of the course code)

FINDING AN APPROVED COURSE (Outlin	IE IN TH	HE F	P EO	PLE	SOF	т (Е	VOL	VE) S	Gystem	
Step 6: Select the course outline by	Search Results 4 results 4 results Academic Year "2024", Subject Area "BUSN" +3 more										
clicking on any field within the row (<i>e.g.</i>	Academic		Subject	Catalog	Course	Chart				View All First 🚯 1-4 of 4 🕑 Last	
Academic Year, Subject Area, Catalog	Year	Description School of Business	Area	Nbr	ID 0006570	Description	Term	Session	Class Sectio	on Course Name	
Nbr, etc.).	2024	and IT School of Business and IT	BUSN	18	006570	2025Spring	1251	(blank)	(blank)	Microeconomics >	
	2024	School of Business	BUCN	199	015415	2024Eall	1240	(black)	(blank)	Introduction to Business	
	2024	and IT	DUGIN	100	010410	2024Fail	1240	(Dank)	(Dialik)	and Success Strategies	
	2024	School of Business and IT	BUSN	188	015415	2025Winter	1251	(blank)	(blank)	Introduction to Business > and Success Strategies >	
Step 7: Click the " Public URL" field to	Course	Detail List	ings								
select the public URL.			_								
	Aca	demic Year:	2024	10	Cabaal	of Dualas	an and l	-			
		Subject:	BUSN		5cnool	of Busine:	ss and i				
		Term:	1251							View	
		Session:									
	Cla	ss Section:									
	c	ourse Title:	Microe	conom	ics				_		
	F	Public URL:	https://	csprd.fl	emingc	.on.ca/pso	CSPRI	D/EMPL			
	Retur	n to Search	Pre	evious i		Nex	ct in List				
			_					_			
Sten 8: Press " Ctrl+c " to conv the LIBL to	🗇 https	://intranet.flemi	ngc.on.c	a /psp/FF	PRD/EN	IPLOYEE/CS	MS/c/FC		_MENU.FC_	_DTL_LIB_LIST.GBL?&cmd=ur	
the computer's cliphoard. Note: the					An emb	edded pag	je at cspi	d.fleming	jc.on.ca sa	ays	
complete LIBL is required for this to	4im me				Press Ctr	rl+C to copy	the URL:				
function correctly	ungs				https://	csprd.fleming	ic.on.ca/ps	CSPRD/EN	IPLOYEE/CSN	MS/c/FC_CUSTOM_N	
<u>iunction correctly.</u>	2024 006570	School of Busines	s and IT						C	DK Cancel	
	BUSN	18		1		View					
	1251										
Example of the Public URL			-	CU	CTO				-		
https://csprd.nemingc.on.ca/psc/CSPRD/Ef		L/USIVIS/		<u> </u>	<u>510</u>						
	TALUG	<u>INRK=18</u>	<u>acl</u>	432	<u>SEC</u>		<u> <u>ack</u></u>		=0065	DIVESTOR	<u>JUE=&5</u>
IKIVI=1251&SUBJECT=BUSN											
Step 9: Go back to the myCampus Portal											

ADDING THE URL TO A D2L COURSE PAGE Step 1: Click the "myCourses (D2L)" button FLEMING Dashboard Dashboard 🚐 Email Community Staff myCourses (D2L) Weekly Schee My Files 💑 Evolve Administrative System May 13, Tuesday W Т FACULTY RESOURCES 14 Faculty Centre Cancel or Delay Class Academic Block SSFC 73 SECTION 001 **Course Outlines** Step 2: Navigate to the desired D2L course 衬 FLEMING page by clicking the "Select a Course" button and then selecting the desired course link. COMP 578-007109P - Introductory Computing - 2019 Winter - COMP_578-007109P_1191 Ŧ How to D2L for Students - How to D2L for Students Ŧ. SSFC 73-O01 Academic Block Off - 2025 Spring - SSFC_73-2518_O01_1255_CO 푸 ₽ Fleming Navigate - Fleming Navigate BUSN 11-246347P - International Bus. - 2019 Fall - BUSN_11-246347P_1199 ₽ Step 3: Navigate to the Content Browser menu Content Browser 🗸 and then click the "Content Browser" link. Bookmarks Recently Visited There is no content to display. Create some content. Step 4: Click the "Go to Course Builder" link Content Browser 🗸 Bookmark Go to Course Builder Go to Content There is no ate some content. Style this widget Collapse this widget

ADDING THE URL TO A D2L COURSE	PAGE							
Step 5: Navigate to the "Add a module" field and enter the text "Course Outline", then press the "Enter" key.	Search Topics	Overview ~						
	Overview	Add a welcome message, overview, or description						
	Bookmarks	Add Attachment						
	Course Schedule							
	Table of Contents							
	Add a module							
Step 6: Click the " New " button.	Search Topics	Course Outline ~						
	및 <u>Overview</u>	Add dates and restrictions						
	Bookmarks	Add a description						
	Course Schedule	New 🗸 Add Existing Activities 🗸 🔗 Bulk Edit						
	Table of Contents	Drag and drop files here to create and update topics						
	E Course Outline	Add a sub-module						
	Add a module							
Step 7: Click the "Create a Link" link.	Add dates and restrictions	Published 🗸						
	Add a description							
	New V Add Existing Activiti	es 🗸 🧭 Bulk Edit						
	Upload Files Drag and d	rop files here to create and update topics						
	Create a File							
	Create a Link							
	Add from Manage Files							
Step 8: Enter " Course Outline " into the Title								
field, paste the previously copied URL into the	New Link Title *	×						
Resource " checkbox, and then click the	Course Outline							
"Create" button.								
		(
	https://csprd.flemingc.on.ca/psc/CSPRD/I							
	Open as External Resource User progress is not tracked for external resources							
	Create Cancel	, <i>II.</i>						

ADDING THE URL TO A D2L COURSE PAGE				
Step 9: The institutionally approved course outline has been successfully linked to the desired D2L course page.	Add a description New Add Existing Activities Bulk Edit Course Outline Add Existing Activities			
! If you are having issues, please contact the Lear	Add a sub-module rning Design and Support (LDS) at <u>LDSTeam@flemingcollege.ca</u> .			