A HOW-TO GUIDE FOR ADDING A COURSE OUTLINE TO A D2L (DESIRE2LEARN) COURSE PAGE

This document details the steps required to add a PeopleSoft (Evolve) course outline to a myCourses: D2L course page.

DOCUMENT INFORMATION

DOCUMENT NAME	A How-to Guide for Adding a Course Outline to a D2L (Desire2Learn) Course Page
DOCUMENT VERSION NUMBER	2.0
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REVISION HISTORY

VERSION #	VER. DATE	REVISED BY	DESCRIPTION OF CHANGE
1.0	Aug. 13, 2014	LDS Team	N/A
2.0	Aug. 14, 2018	David Baker	Annual Updates

LOCATING AN APPROVED COURSE OUTLINE IN THE PEOPLESOFT (EVOLVE) SYSTEM

1. Go to **Fleming College's website** (http://flemingcollege.ca/).
2. Log into the **myCampus Portal.**
3. Click the '**More Applications**' button on the side menu and then click '**Course Outlines**' button.
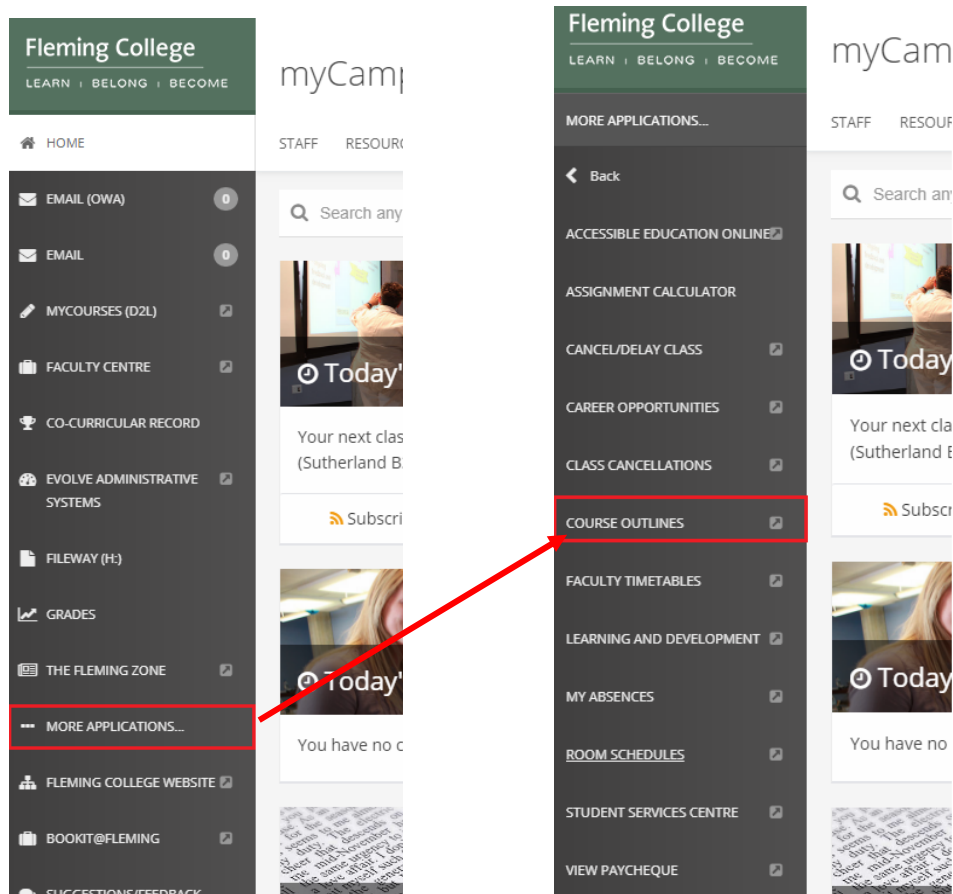
4. Click the '**View Approved Course Outlines**' link.

5. Search for the desired course outline by **entering** in the **Academic Year, Subject Area, and/or Catalog Nbr** into the respected fields and then click the '**Search**' button.

List Course Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Year	begins with ▼	2018 🔍
Subject Area	begins with ▼	APST 🔍
Catalog Nbr	begins with ▼	
Course ID	begins with ▼	
Term	begins with ▼	🔍
Session	= ▼	▼
Class Section	begins with ▼	
Description	begins with ▼	
Course Name	begins with ▼	

☐ Case Sensitive

[Search] [Clear] Basic Search 🔲 Save Search Criteria

ProTip: less is always more when using the search. It is recommended that you enter no more than **three criteria**.
  a. Academic Year
  b. Subject Area (Alpha portion of the course code)
  c. Catalog Nbr (Numeric portion of the course code)

6. **Select** the course outline by **clicking** on any field within the row (*e.g. Academic Year, Subject Area, Catalog Nbr, etc.*).

Search Results

View All   First ◁ 1-9 of 9 ▷ Last

Academic Year	Description	Subject Area	Catalog Nbr	Course ID	Short Description	Term	Session	Class Section	Course Name
2018	Environmental & NR Sciences	APST	112	014172	2018Fall	1189	(blank)	(blank)	Fall Field Camp
2018	Environmental & NR Sciences	APST	119	014541	2018Fall	1189	(blank)	(blank)	Co-op Preparation
2018	Environmental & NR Sciences	APST	120	014544	2018Fall	1189	(blank)	(blank)	Trout and Salmon Farming Field Trips and Workshops I
2018	Environmental & NR Sciences	APST	146	015755	2018Fall	1189	Front 7	(blank)	Wildlife Field School
2018	Environmental & NR Sciences	APST	148	015757	2018Fall	1189	(blank)	(blank)	Habitat Field School
2018	Environmental & NR Sciences	APST	149	015758	2018Fall	1189	(blank)	(blank)	Wetland Field School
2018	Environmental & NR Sciences	APST	16	006071	2018Fall	1189	(blank)	(blank)	Fall Camp
2018	Environmental & NR Sciences	APST	30	006085	2018Fall	1189	(blank)	(blank)	Forestry Field Camp
2018	Environmental & NR Sciences	APST	81	012220	2018Fall	1189	(blank)	(blank)	Blasting Applications Field Camp II

7. Click the '**Public URL**' field to select the public URL.

8. Press '**Ctrl+C**' to copy the URL to the computer's clipboard. <u>Note: the complete URL is required for this to function properly.</u>
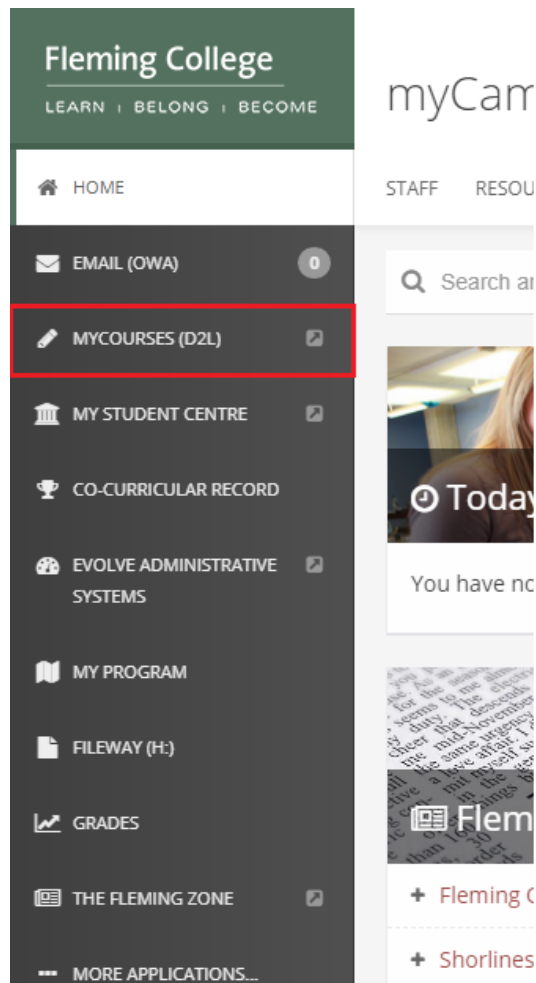

An example of a public URL:

https://csprd.flemingc.on.ca/psc/CSPRD/EMPLOYEE/CSMS/c/FC_CUSTOM_MENU.FC_DTL_LIB_LIST.GBL?Page=FC_DTL_HTML&Action=U&ACAD_YEAR=2018&CATALOG_NBR=149&CLASS_SECTION=&CRSE_ID=015758&SESSION_CODE=&STRM=1189&SUBJECT=APST
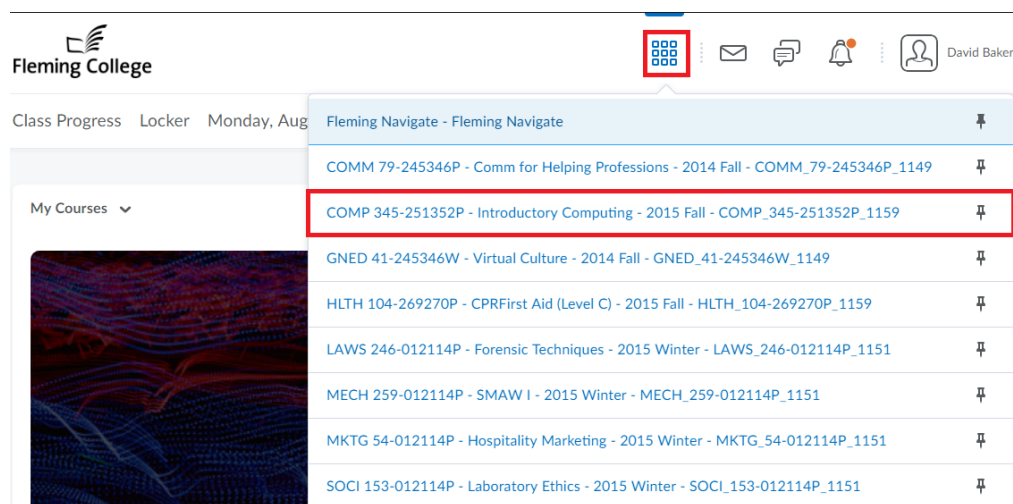
9. Go back to the **myCampus Portal.**

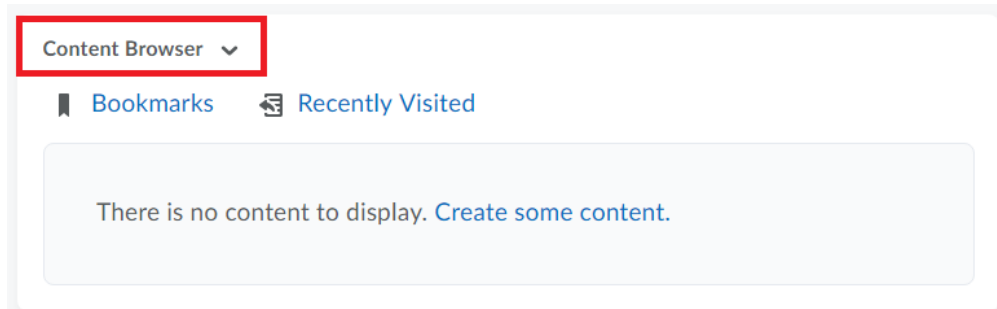# ADDING THE URL TO A D2L COURSE PAGE

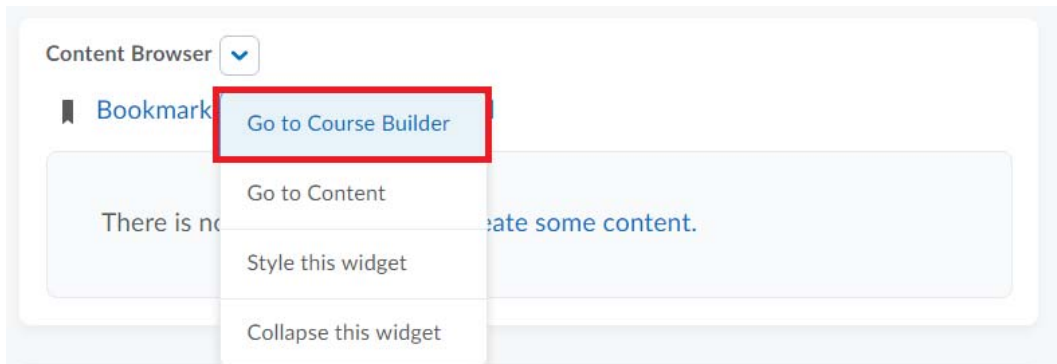1. Click the 'MyCourses (D2L)' button.

2. Navigate to the desired D2L course page by clicking the 'Select a Course' button and then click the 'desired course's' link.
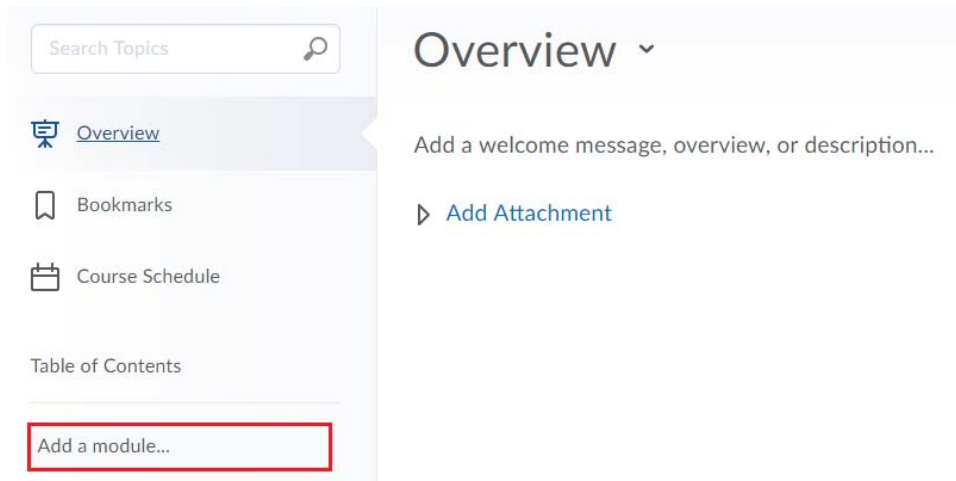
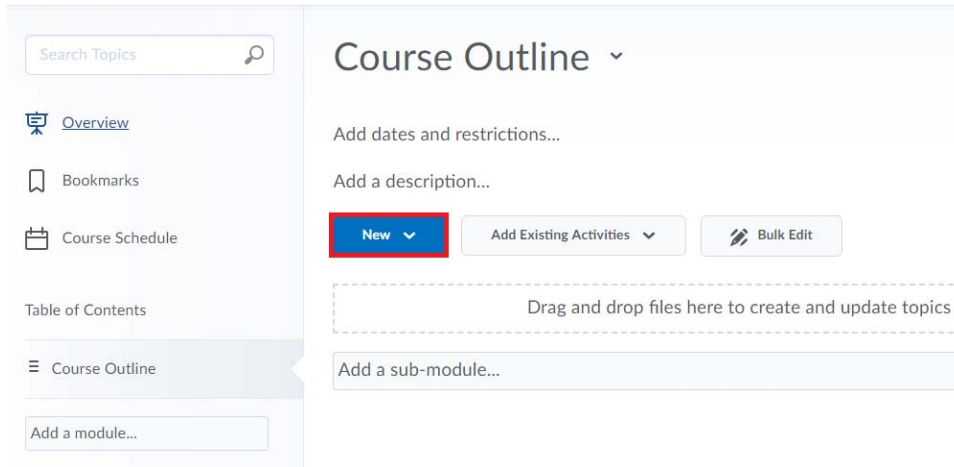3. Navigate to the '**Content Browser**' menu and then click the '**Content Browser dropdown menu'** link.

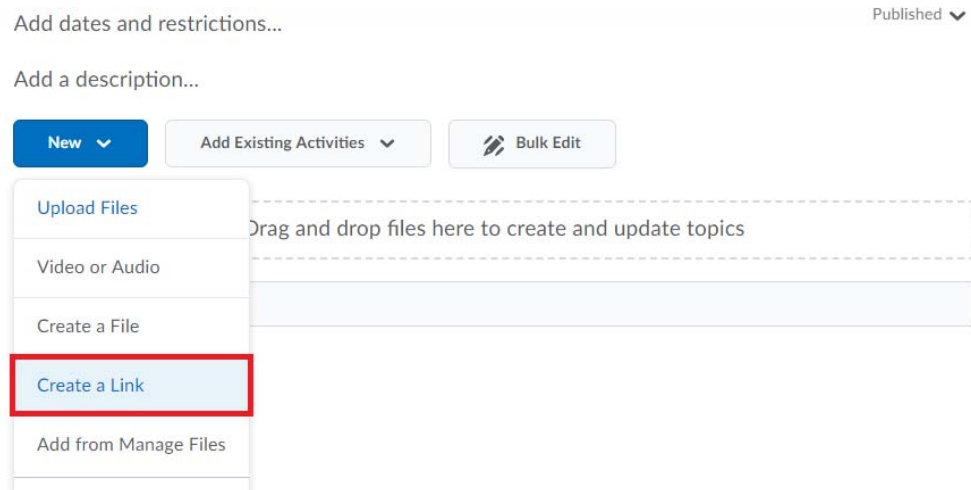4. Click the '**Go to Course Builder**' link.

5. Navigate to the '**Add a module**' field and **enter** the text '**Course Outline**' and then hit the '**Enter**' key.
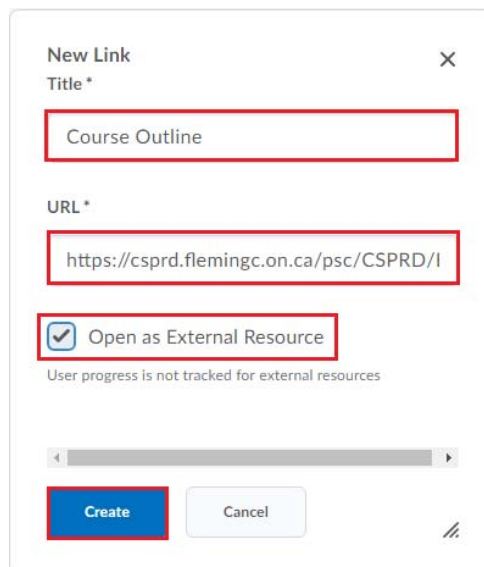
6. Click the 'New' button.

7. Click the 'Create a Link' link.

8. Enter 'Course Outline' into the Title field and then paste the previously copied URL into the URL field, click the 'Open as External Resource' checkbox and then click the 'Create' button

9. The institutionally approved course outline has been **successfully** linked into the desired D2L course page.

Add a description...

New ⌄   Add Existing Activities ⌄   ✎ Bulk Edit

☰ Course Outline ⌄   ✓
   🔗 Link

Add a sub-module...

! If you are having issues please contact the Learning Design and Support (LDS) at LDSTeam@flemingcollege.ca or ext. 1216.

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