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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REVISION HISTORY

Version #	Ver. date	Revised by	Description of change
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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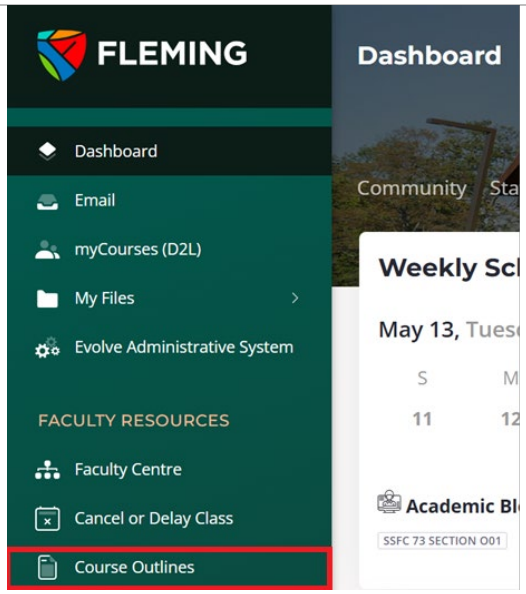
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FINDING AN APPROVED COURSE OUTLINE IN THE PEOPLESOFT (EVOLVE) SYSTEM

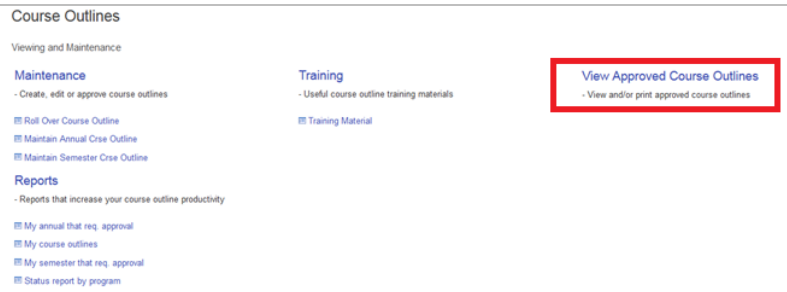
Step 1: Go to https://flemingcollege.ca/.

Step 2: Log in to the myCampus Portal.

Step 3: Click the "**Course Outlines**" button

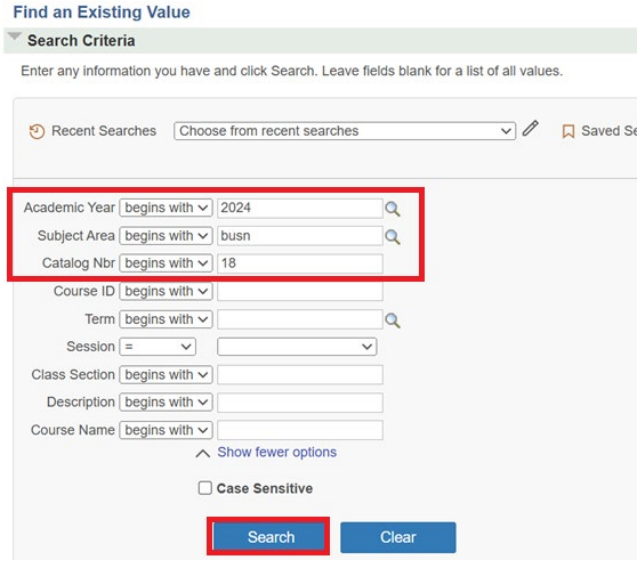


Step 4: Click the "**View Approved Course Outlines**" link.



Step 5: Search for the desired course outline by **specifying the relevant criteria in the applicable fields,** and then click the "**Search**" button.

- Academic Year
- Subject Area, and/or
- Catalog Nbr

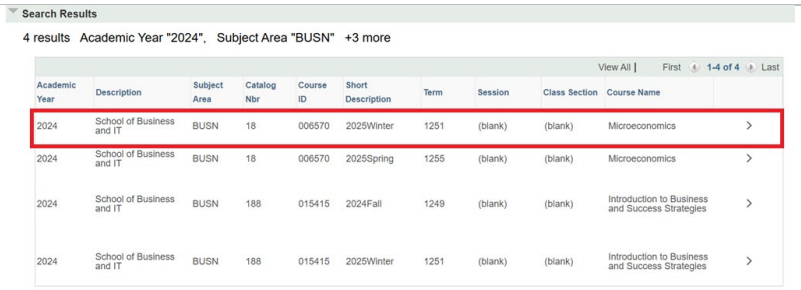


Pro Tip: When using the search, less is more. For best results, limit your criteria to no more than three:

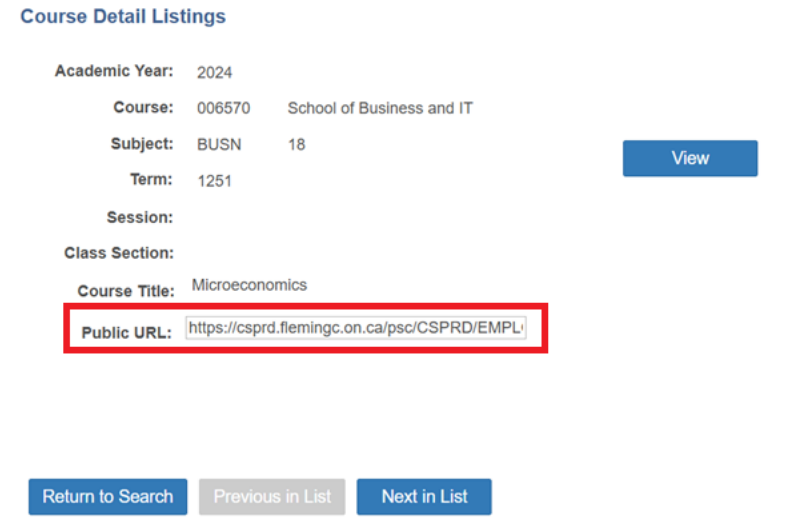
- Academic Year
- Subject Area (alphabetic portion of the course code)
- Catalog Number (numeric portion of the course code)

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

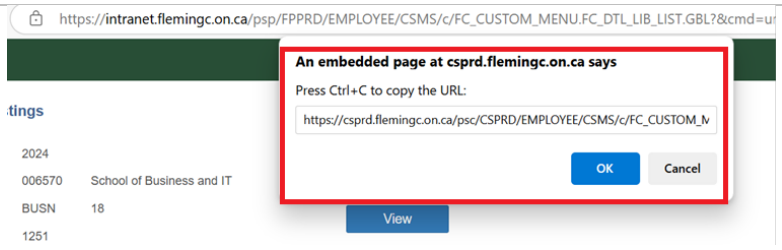
Step 6: **Select** the course outline by **clicking** on any field within the row (*e.g. Academic Year, Subject Area, Catalog Nbr, etc.*).



Step 7: Click the "**Public URL"** field to select the public URL.



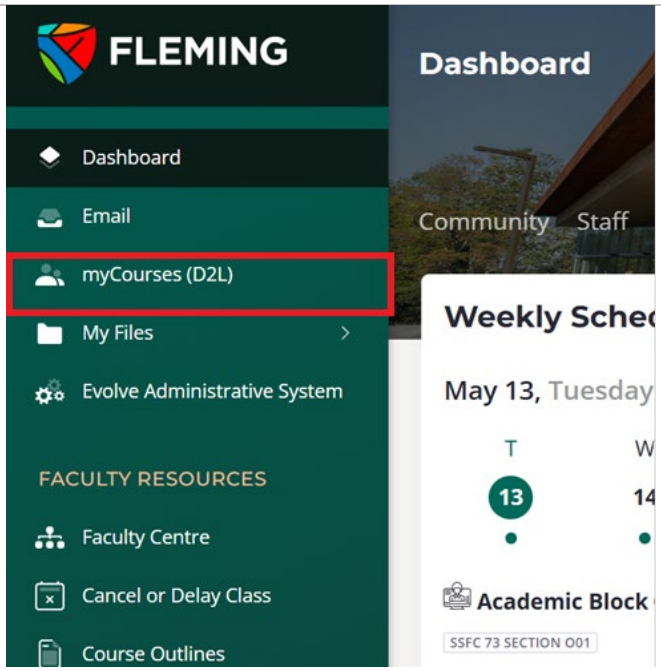
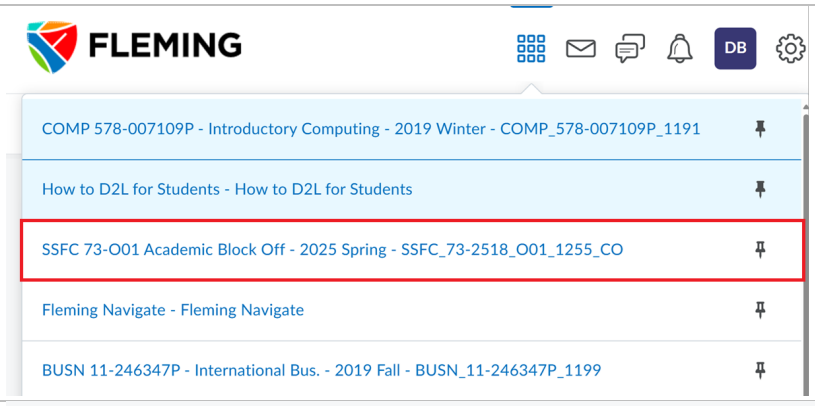
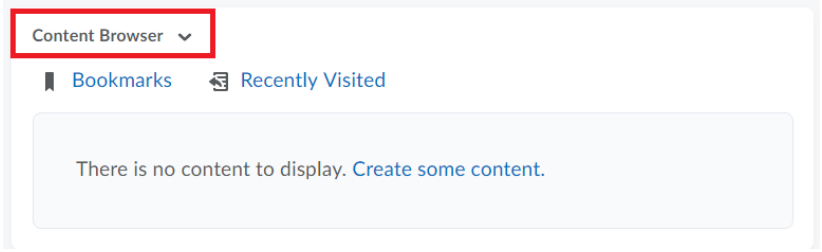
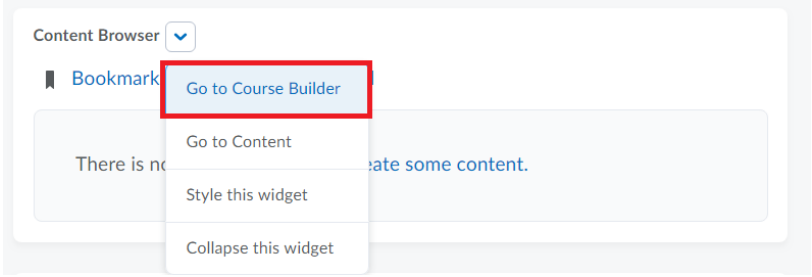
Step 8: Press "**Ctrl+c**" to copy the URL to the computer's clipboard. <u>Note: the complete URL is required for this to function correctly.</u>



Example of the 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=2024&CATALOG_NBR=18&CLASS_SECTION=&CRSE_ID=006570&SESSION_CODE=&STRM=1251&SUBJECT=BUSN

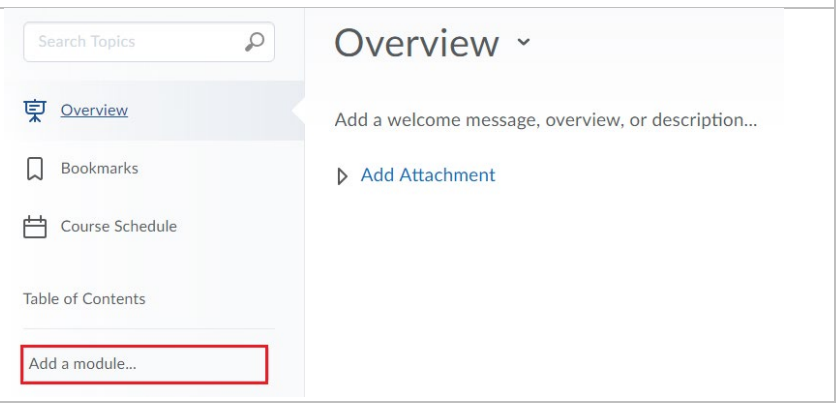
Step 9: Go back to the myCampus Portal

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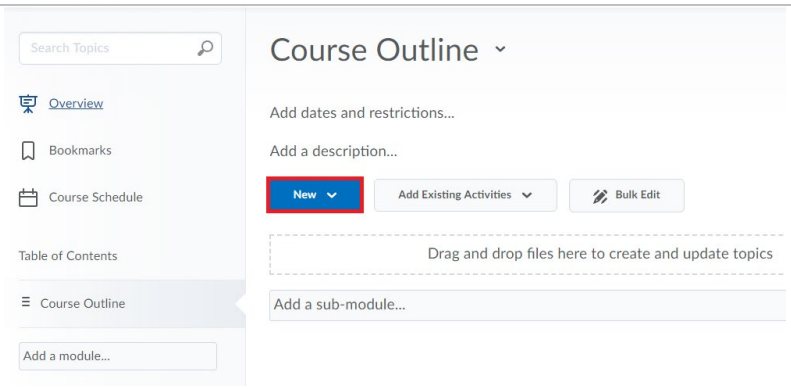
Step 1: Click the "**myCourses (D2L)**" button	
Step 2: Navigate to the desired D2L course page by clicking the "**Select a Course**" button and then selecting the desired course link.	
Step 3: Navigate to the Content Browser menu and then click the "**Content Browser**" link.	
Step 4: Click the "**Go to Course Builder**" link	

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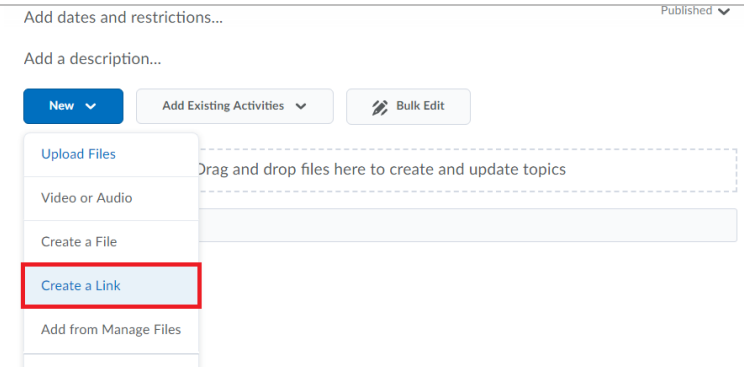
Step 5: Navigate to the "**Add a module**" field and **enter** the text "**Course Outline**", then press the "**Enter**" key.



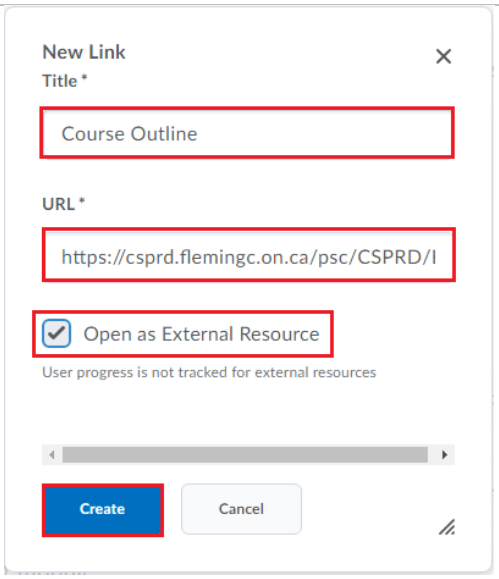
Step 6: Click the "**New**" button.



Step 7: Click the "**Create a Link**" link.

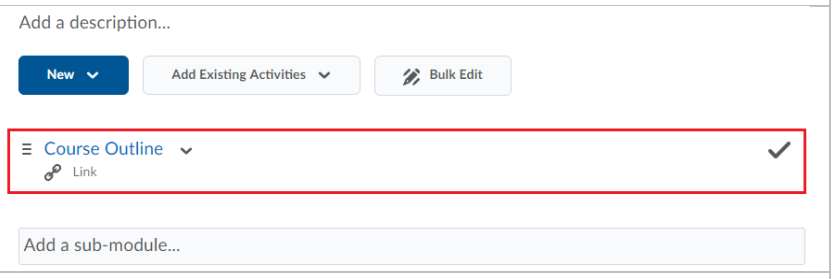


Step 8: Enter "**Course Outline**" into the Title field, paste the previously copied URL into the URL field, select the "**Open as External Resource**" checkbox, and then click the "**Create**" button.



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.



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