D2L ESSENTIALS

Policy

New faculty scheduled to teach a course for the first time at CMU must successfully complete a D2L Essentials orientation to access their course shell(s) in D2L. The orientation is designed to help faculty utilize the D2L platform to meet minimum requirements of uploading a syllabus and maintain a grade book. There will be unlimited attempts to pass the orientation by obtaining an overall score of 85% or higher.

Procedure

1. A Welcome email is sent to the faculty member's CMU email account identifying the assigned course(s) and information on how to access the orientation.

2. Faculty are provided unlimited attempts to pass the orientation.

3. To successfully pass the orientation, all the required activities must be completed and quizzes passed with an **overall score of 85% or higher**.

4. The faculty member will receive a Congratulations email once they pass the orientation.

5. The faculty member will be able to access their current and future course shells in D2L.