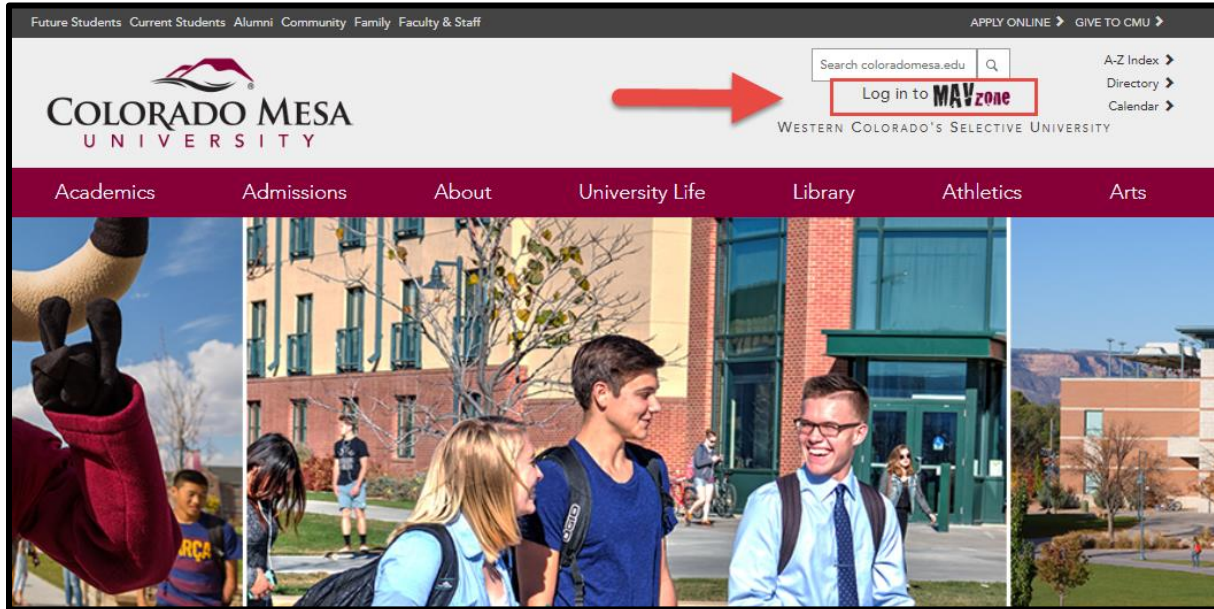
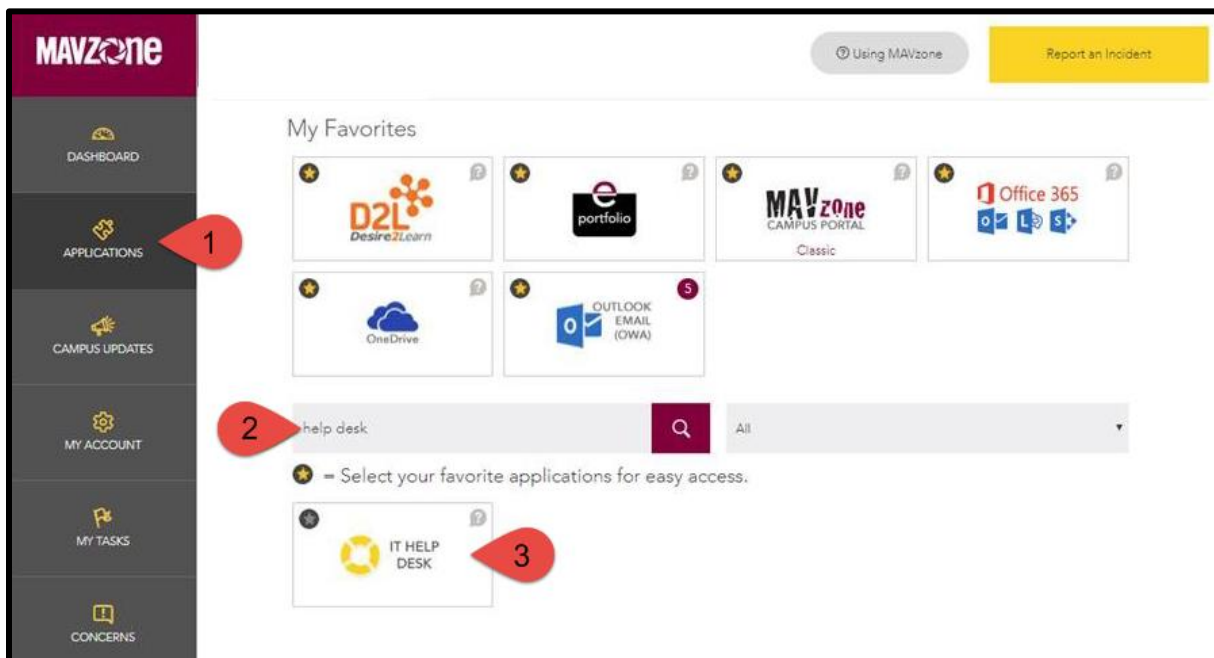


## D2L HELP REQUEST: CHANGING COURSE START/END DATES

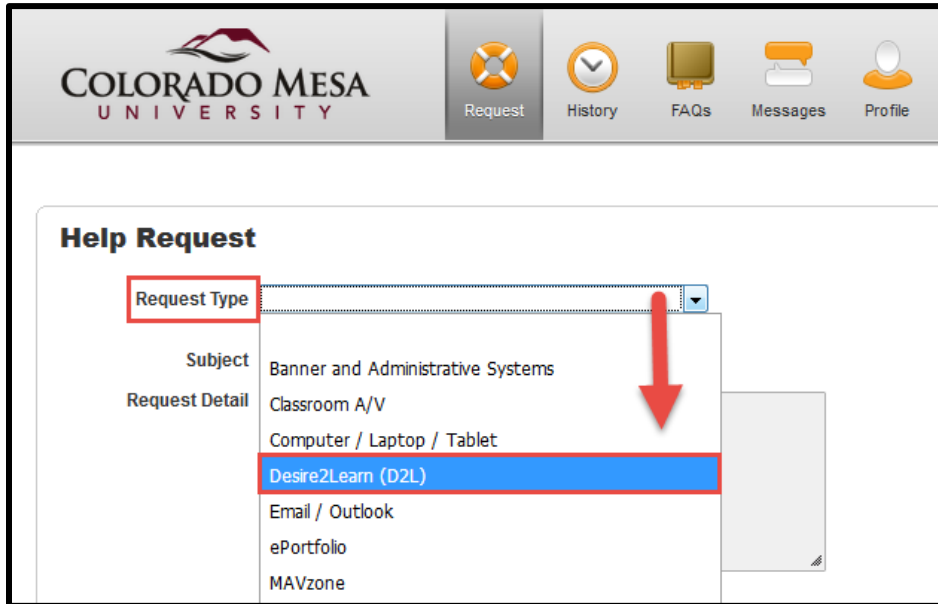
1. From the Colorado Mesa University website, [www.coloradomesa.edu](http://www.coloradomesa.edu), click on **Log in to MAVzone**.



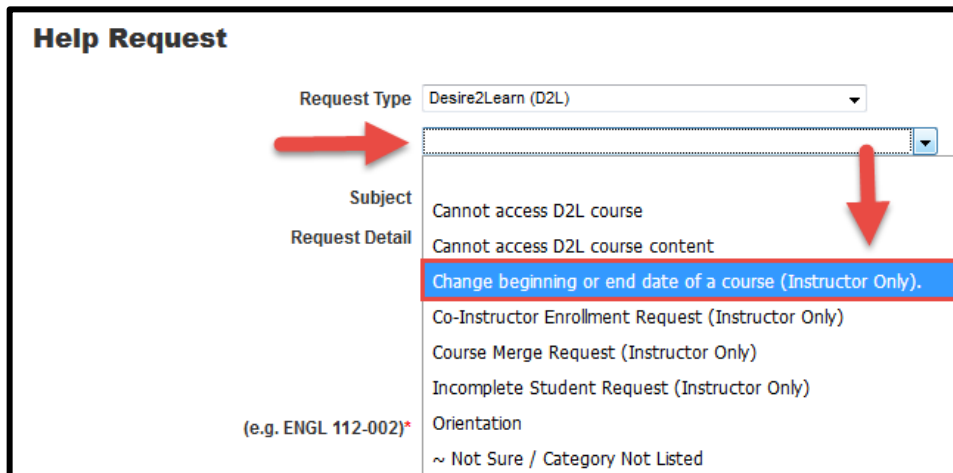
2. After signing in, select the **IT Help Desk** app to create a ticket.



3. From the **Help Request** page, choose your **Request Type** as **Desire2Learn (D2L)** from the dropdown menu.



4. Choose the sub-request as **Change beginning or end date of a course (Instructor Only)** from the dropdown menu.



5. Complete the rest of the form (make sure to fill the required fields indicated by **\***) and **Save** the form to submit your request.

**Help Request**

Request Type: Desire2Learn (D2L)

Change beginning or end date of a course (Instructor Only).

Instructions: Courses can only be extended for a total of two weeks. For example, courses can be opened two weeks early, or stay open two weeks longer, or the time can be shared between the start and end date (one week earlier, and one week later). Please note that courses default to stay open five days after the end date of the course which leaves 9 more days to extend on either end.

Class, section number, and CRN (e.g. ENGL112-001 20156)\*

What is the instructor's full name?\*

Requested Start Date\*

Requested End Date\*

Carbon Copy (Cc:):   Enabled

Attachments

Location: Lowell Heiny Hall (LHH)  Room: