



## Change Start/End Dates

Course shells automatically stay open 5 days after the end date of the course as scheduled in Banner. For example, if the course end date in Banner is December 14, the D2L course shell will stay open until December 19. If you want to have your course extended beyond its scheduled start or end date in D2L, please submit a Help Desk ticket to request the change. We can extend the course offering for up to nine additional days on either start or end date.

**Note:** Due to Federal Financial Aid Guidelines, we cannot extend a course beyond 14 days.

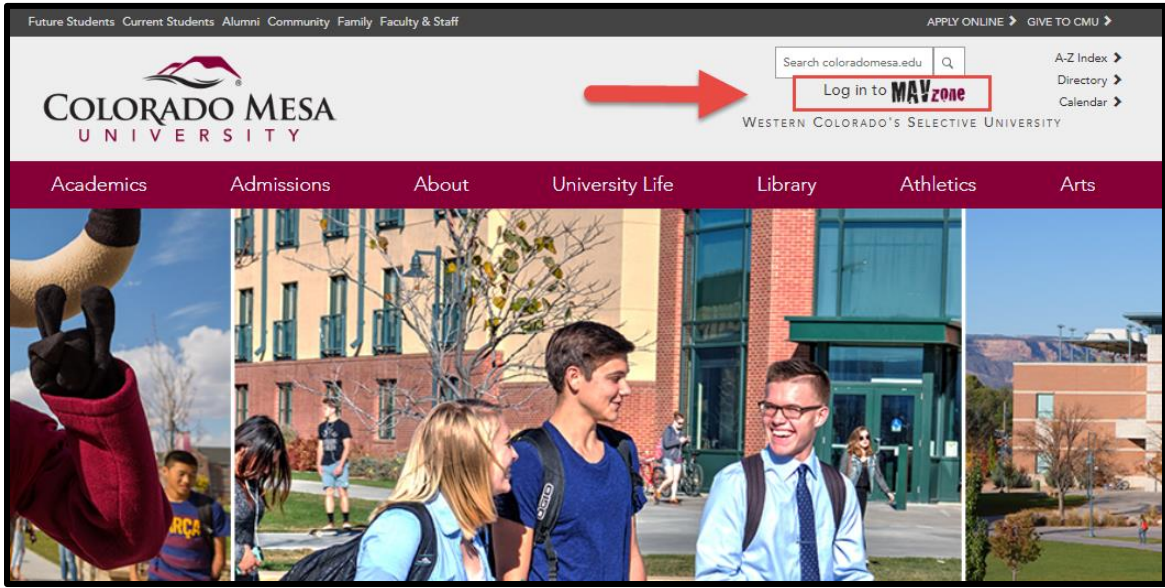
For questions on this policy please email [distanceed@coloradomesa.edu](mailto:distanceed@coloradomesa.edu)

## Contents

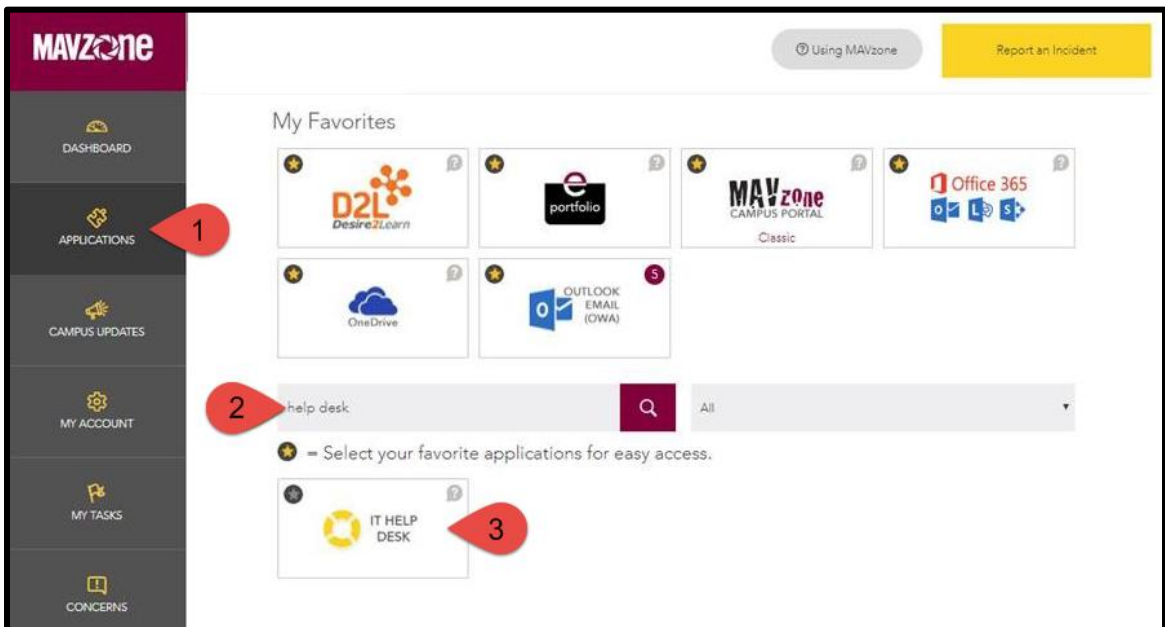
Intelligent Agents.....	1
Contents.....	1
D2L Help Request: Changing course start/end dates .....	2

## D2L Help Request: Changing course start/end dates

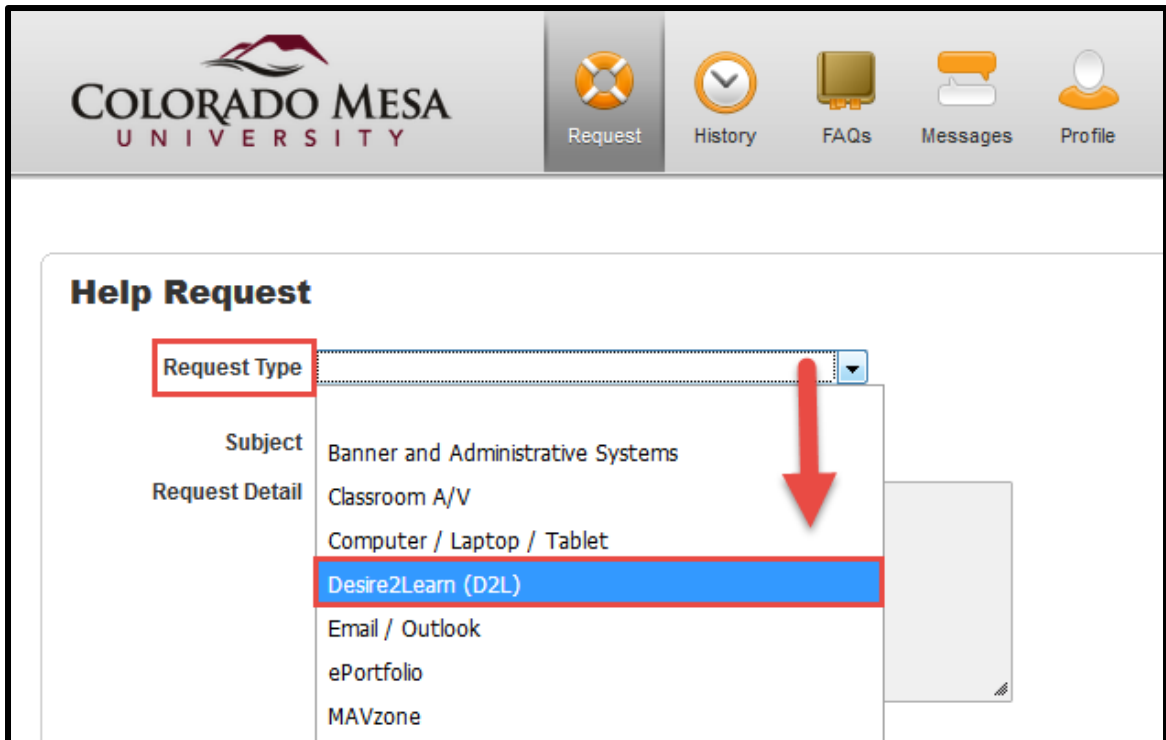
1. From the Colorado Mesa University website, [www.coloradomesa.edu](http://www.coloradomesa.edu), click on **Log in to MAVzone**.



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

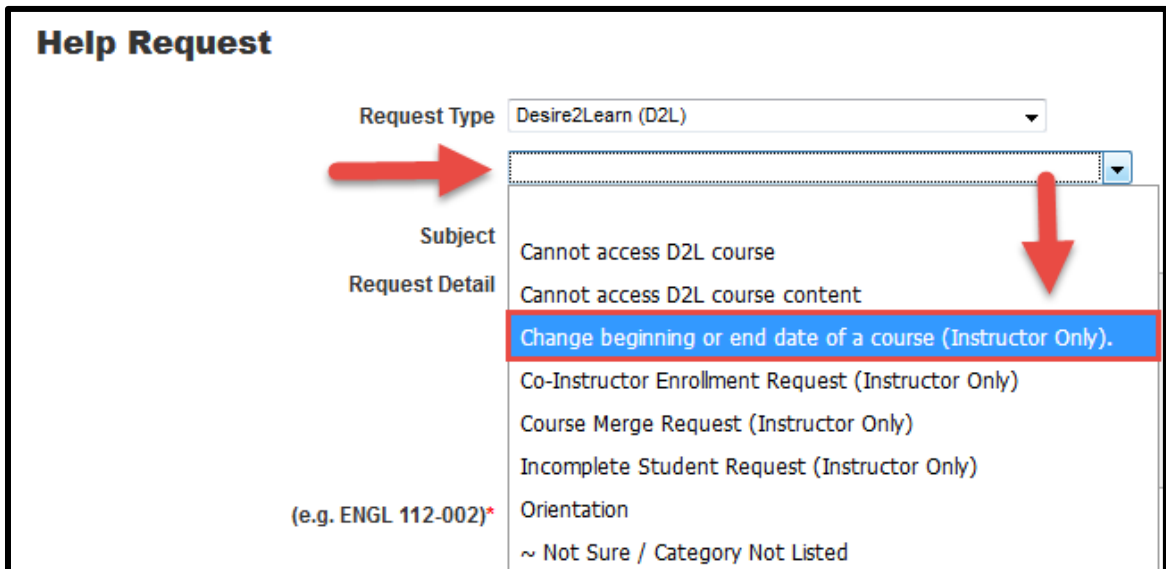


3. From the **Help Request** page, choose your **Request Type** as **Desire2Learn (D2L)** (**D2L**) from the dropdown menu.



The screenshot shows the top navigation bar of the Colorado Mesa University website with icons for Request, History, FAQs, Messages, and Profile. Below this is the 'Help Request' form. The 'Request Type' dropdown menu is open, showing a list of options: Banner and Administrative Systems, Classroom A/V, Computer / Laptop / Tablet, **Desire2Learn (D2L)** (highlighted in blue), Email / Outlook, ePortfolio, and MAVzone. A red arrow points to the 'Desire2Learn (D2L)' option.

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



The screenshot shows the 'Help Request' form with 'Request Type' set to 'Desire2Learn (D2L)'. The 'Subject' dropdown menu is open, showing a list of options: Cannot access D2L course, Cannot access D2L course content, **Change beginning or end date of a course (Instructor Only).** (highlighted in blue), Co-Instructor Enrollment Request (Instructor Only), Course Merge Request (Instructor Only), Incomplete Student Request (Instructor Only), Orientation, and ~ Not Sure / Category Not Listed. A red arrow points to the 'Change beginning or end date of a course (Instructor Only)' option. Below the dropdown, there is a note: (e.g. ENGL 112-002)\*.

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)\*: ENGL 112-001 20156

What is the instructor's full name?\*: Julie Smith

Requested Start Date\*: 08/15/18

Requested End Date\*: 12/22/18

Carbon Copy (Cc):  Enabled

Attachments:

Location: Lowell Heiny Hall (LHH) Room: 427