



## Co-Instructor Enrollment Request

The Office of Distance Education assists the enrollment of co-instructors only after obtaining the permission of the primary instructor and the department head. To request co-instructor enrollment, please submit a Help Desk ticket if you are the primary instructor of the course or the department head. Either way, both should be copied on the request.

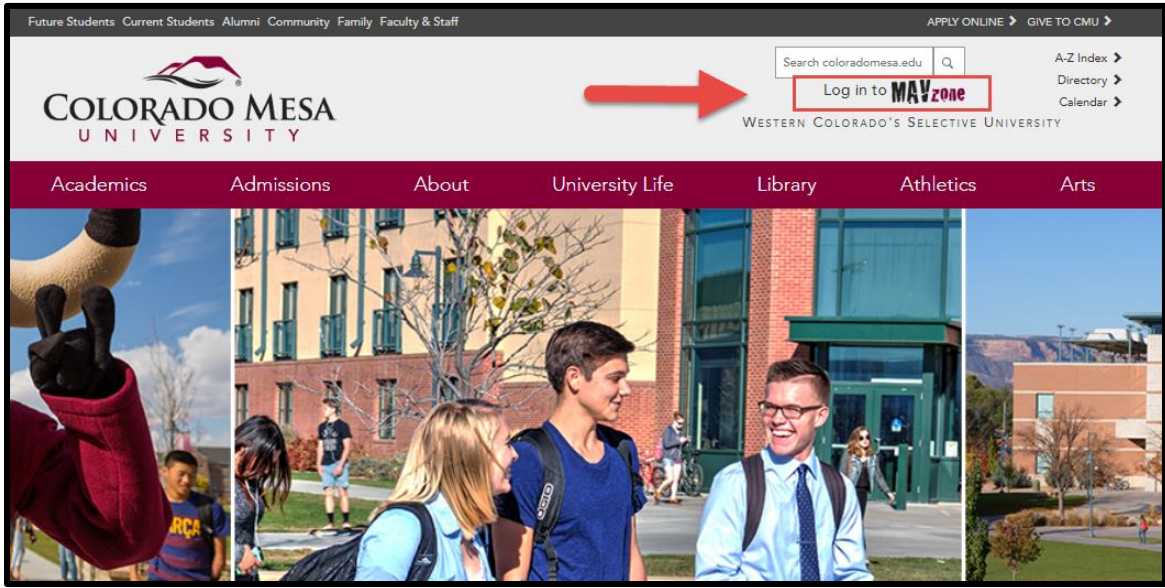
For questions on this policy please email [distanceed@coloradomesa.edu](mailto:distanceed@coloradomesa.edu)

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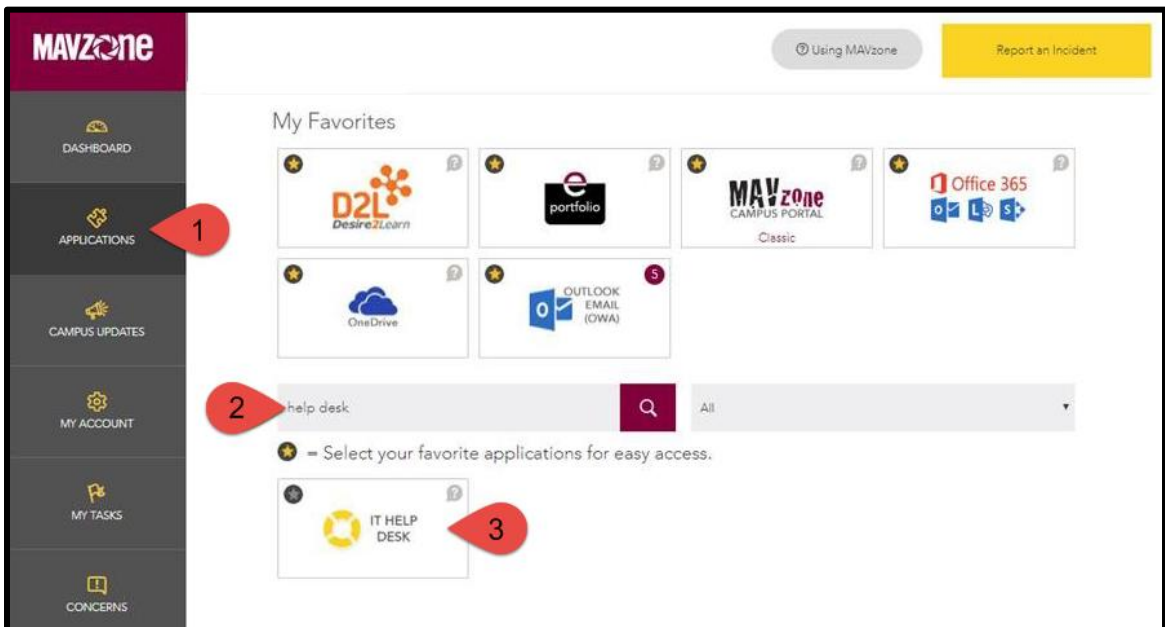
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## D2L Help Request: Co-Instructor Enrollment

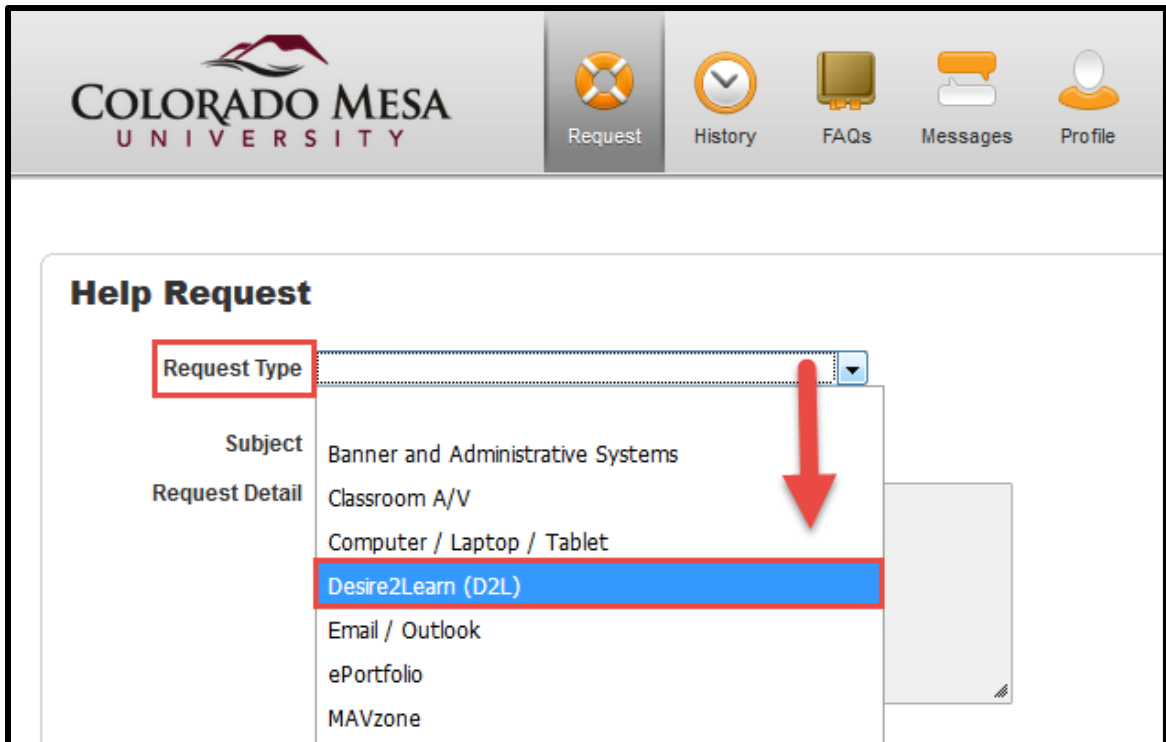
1. From the Colorado Mesa University website, [www.coloradomesa.edu](http://www.coloradomesa.edu), click on **Log in to MAVzone**.



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

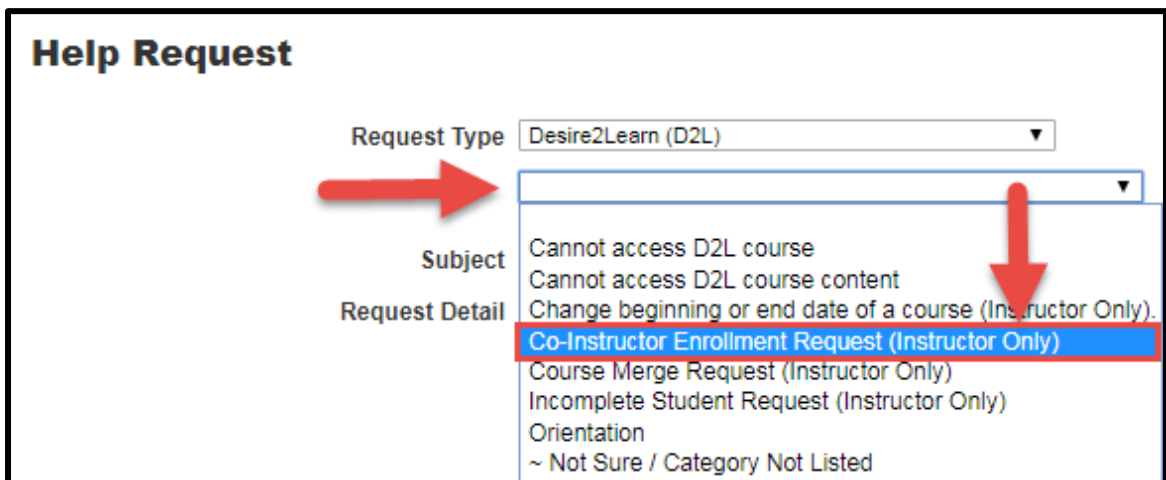


3. From the **Help Request** page, choose your **Request Type** as **Desire2Learn (D2L)** from the dropdown menu.



The screenshot shows the 'Help Request' form with the 'Request Type' dropdown menu open. The 'Request Type' label is highlighted with a red box. A red arrow points down to the 'Desire2Learn (D2L)' option, which is highlighted with a blue box. The dropdown menu lists the following options: Banner and Administrative Systems, Classroom A/V, Computer / Laptop / Tablet, Desire2Learn (D2L), Email / Outlook, ePortfolio, and MAVzone.

4. Choose the sub-request as **Co-Instructor Enrollment Request (Instructor Only)** from the dropdown menu.



The screenshot shows the 'Help Request' form with the 'Request Type' dropdown menu set to 'Desire2Learn (D2L)'. A red arrow points to the 'Subject' dropdown menu, which is open. The 'Subject' label is highlighted with a red box. A red arrow points down to the 'Co-Instructor Enrollment Request (Instructor Only)' option, which is highlighted with a blue box. The dropdown menu lists the following options: Cannot access D2L course, Cannot access D2L course content, Change beginning or end date of a course (Instructor Only), Co-Instructor Enrollment Request (Instructor Only), Course Merge Request (Instructor Only), Incomplete Student Request (Instructor Only), Orientation, and ~ Not Sure / Category Not Listed.

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

Instructions Co-instructor enrollment request for a course shell in D2L has to come from either the listed (primary) instructor or the Department Head. In either case, the other person should be CC'd on this request.

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

Primary instructor's full name.\*

Co-instructor's full name.\*

Carbon Copy (Cc:)   Enabled

Attachments

Location  Room