



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.

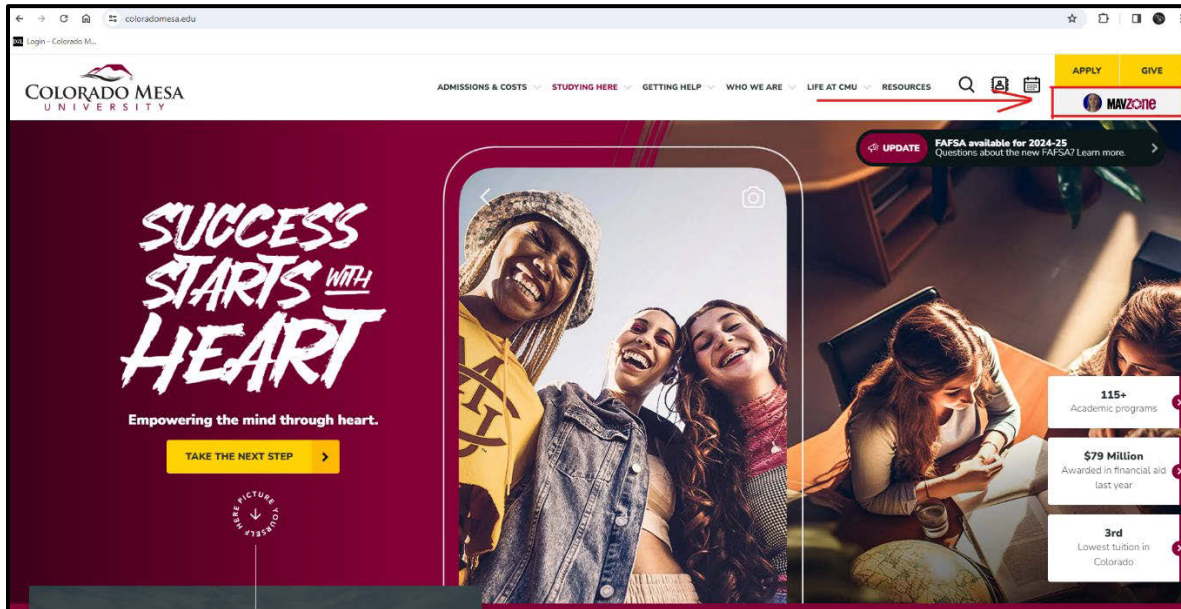
For questions on this policy please email distanceed@coloradomesa.edu

Contents

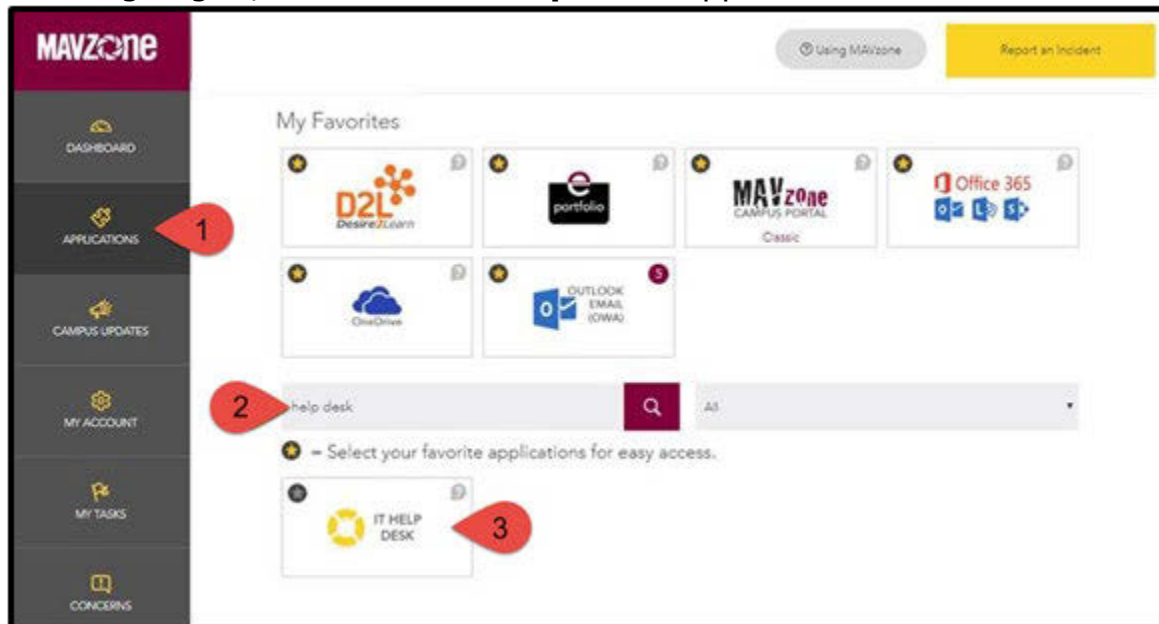
| | |
|---|---|
| Co-Instructor Enrollment Request | 1 |
| Contents | 1 |
| D2L Help Request: Co-Instructor Enrollment..... | 2 |

D2L Help Request: Co-Instructor Enrollment

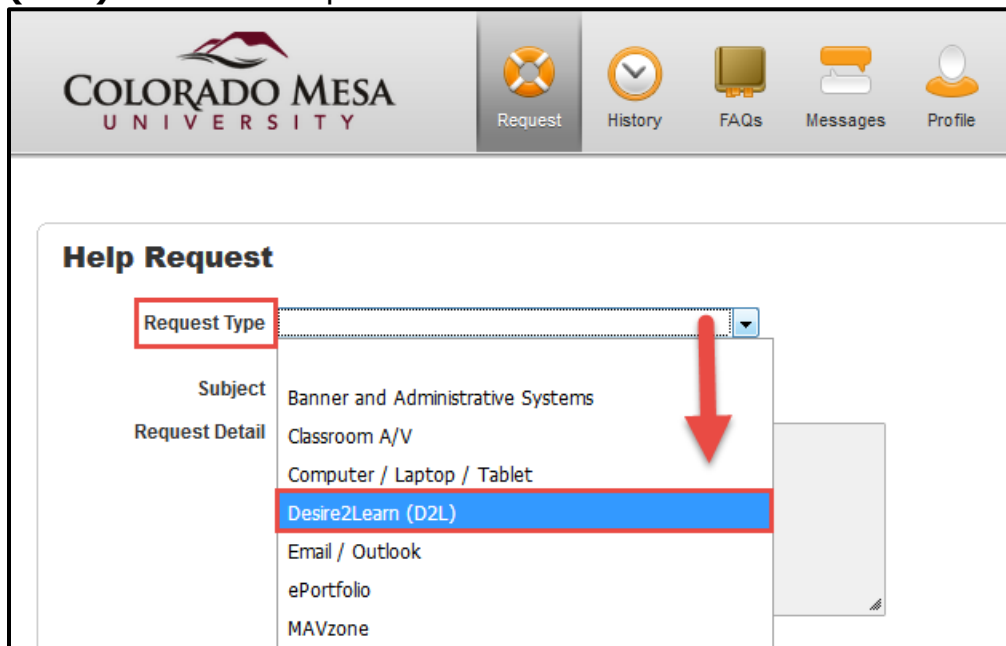
1. From the Colorado Mesa University website, www.coloradomesa.edu, click on **Log in to MAVzone**.



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

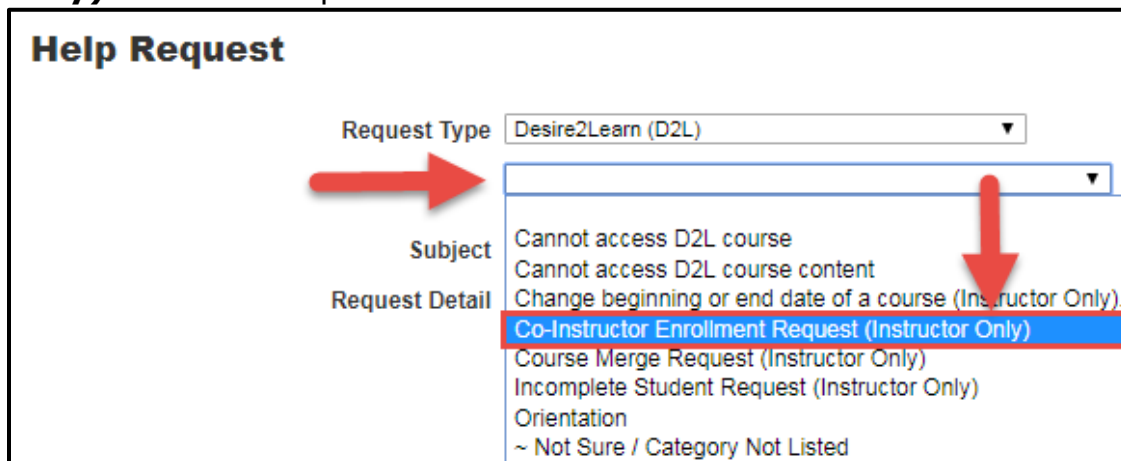


3. From the **Help Request** page, choose your **Request Type** as **Desire2Learn (D2L)** from the dropdown menu.



The screenshot shows the top navigation bar of the Colorado Mesa University website with links 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. A red arrow points to the 'Desire2Learn (D2L)' option, which is highlighted in blue. The other options in the list are Banner and Administrative Systems, Classroom A/V, Computer / Laptop / Tablet, 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. A second red arrow points to the 'Co-Instructor Enrollment Request (Instructor Only)' option, which is highlighted in blue. The other options in the list are Cannot access D2L course, Cannot access D2L course content, Change beginning or end date of a course (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 shall 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: