D2L Course Access Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope

The objective of this policy is to define how someone is granted access to a D2L course if they are not on the official myWCU roster.

This policy applies to all faculty, staff and students.

Policy Statement

No faculty, staff or student is to be granted access to a D2L course unless they are officially assigned/enrolled according to the student information system (myWCU), or a request meets the exceptions under line item #5.

Policy Framework

The policy framework should outline high-level mandatory processes and practices that are required to implement and comply with the policy.

Compliance

1. D2L Services manages enrollments through a daily sync process between D2L and PeopleSoft.

2. If a special exception is requested, it is the responsibility of the REQUESTER to – via email- provide justification for any faculty/staff or student to have access to a D2L course who is not already officially listed on the myWCU roster, and to verify the level of access that will be needed.

3. It is also the responsibility of the REQUESTER to Carbon Copy "Cc" the assigned faculty, chair, and requested person(s).

Policy Exceptions

1) Acceptable justification for a faculty/chair requesting a STUDENT to have access to a D2L course that is not on their official myWCU roster.

a) Student will be acting as a Tutor.

b) Student will be acting as a Specialist (assigned by the Students with Disabilities Office).

c) Student will be acting as a Teaching Assistant.

2) Acceptable justification for faculty/chair requesting a FACULTY to have access to a D2L course that is not on their official myWCU roster.

a) The requested FACULTY will be assisting the assigned faculty with course development.

b) The requested FACULTY is approved to have access to copy materials to a separate course in which they will be teaching/developing.

c) The Assigned faculty has a sudden medical/family emergency and will be out for an extended duration of the term.

3) Acceptable justification for faculty/chair requesting a STAFF to have access to a D2L course that is not on their official myWCU roster.

a) The requested STAFF will be assisting the assigned faculty with course development/administration.

b) The course(s) require field evaluator(s).

c) The College/Program/Department requires department chairs to have access to all course offerings within the respective department(s).

Definitions

Available levels of access:

- Faculty – full access to the course

- Student – view only access to course material

- Faculty Guest – same level as faculty, able to upload, import/export course materials, role is invisible to students – This gives faculty the ability to grant other faculty members access to their course.

- Teaching Assistant – ability to upload/modify content, discussions, grade assignments, role is visible to students

- Assessment Coordinator – ability to view content, grades, rubrics and assessments, role is invisible to students

- Guest – view course as a student, role is visible to students

- Tutor – view course as a student, role is visible to students

References

Reviewed by: User Services, Office of Distance Education

Policy Owner: Paul Gargiulo, Ed Tech & User Services

Approved by:

JT Singh

AVP of Information Services & Technology

10/23/2023

Next Review Date: 10/23/2025

History:

- 1/1/2014 – Document formatted to IS Policy Template

- 9/24/2014 – Document modified to determine guidelines for acceptable justification of adding faculty/staff or students to D2L course sites who are not already officially enrolled in the course.

- 9/25/2014 – Document Item

    - Policy: Justifications were granulated to Student, Faculty and Staff.

    - Responsibilities: Added line to item b to Cc the assigned faculty and department chair

    - Definitions: added details for the available roles within D2L.

    - 10/23/2023 - Format changes and published.

Initial Approval: 1/1/2014

Amended: