

## **D2L Course Access Policy**

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

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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.

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- 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: 07/15/2026**

**History:**

- 11/18/2025 - Only change is that next review date is updated to 07/15/2026
- 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.



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

**Initial Approval: 1/1/2014**

**Amended:**