1. Begin by going to the Desire2Learn (D2L) login page: https://d2l.uwc.edu.
2. In the “Faculty” section click on the “course request form” link. This will take users to a form to request their Desire2Learn course sites.

3. Log into the form using the username and password used to log into the campus network/email.
   a. Make sure the campus information entered is correct. If it isn’t contact your campus Dean’s Executive Assistant to have it corrected.
   b. Next select the semester for which you need Desire2Learn course sites.
   c. A list of your courses will appear. If they don’t, contact Student Services to make sure you are listed in PRISM as the instructor of record for your courses.
d. Put a check in the Select box and the D2L box next to the courses for which you are requesting D2L sites. Note that you can combine two sections of the same course on one D2L site (e.g. ENG 101 sec. 1 & 2)
e. Once sites have been selected and any notes and combining of sites requested, submit the request.

4. Next go to http://cits.uwex.uwc.edu/training/desire2learn. Here you will find documentation and videos on how to use Desire2Learn. At our summer training sessions we provided two sessions that might be especially useful to new or fairly new Desire2Learn users. They are:
   a. Overview of Desire2Learn Common Threads Woven Throughout the CMS
   b. Building Courses, Saving Clicks – The Course Builder

There are also several other videos and written documents on the site that might be of use. We strongly recommend viewing the two videos mentioned above, especially if your campus does not offer basic Desire2Learn training before classes begin.

5. Your campus Associate Dean also has a document that you should have received that tells you about Learning Technologies in the UW Colleges. If you didn’t receive it, ask that individual for a copy of the document. You will find it very helpful. You can also ask Pat Fellows for a copy. patricia.fellows@uwc.edu

6. If you need technology help and can’t get it on campus, contact the Service Center - http://cits.uwex.uwc.edu/service-center-web-form

7. Karla Farrel, Instructional Designer and Patricia Fellows, Instructional Technologist and Training Specialist are here to help out. We will be responding to Service Center requests for assistance.

Come see us at Convocation and, WELCOME to the UW Colleges!