Are you a new faculty member?

Getting Started as a New Faculty Member

Getting a D2L Account

As a Millersville employee, you'll automatically receive an account in D2L. Banner, Millersville's student information system, will send your account creation details to D2L after you return all your employment paperwork to HR and someone from HR enters in Banner all the information you've provided.

If you have questions about your username, your password, or how to reset your password, please see Username and password.

If a few business days have passed since you turned your paperwork in to HR, and you still don't have a D2L account, please contact Millersville's IT Help Desk.

See additional information for Accounts and Network Access on the IT Technical Assistance Center wiki space.

Locating Your Courses in D2L

Six weeks ahead of an upcoming academic term, Banner will send every one of that term's sections (CRNs) to D2L, and D2L will immediately create a course offering (shell) for each section. Since you may not want to use D2L with every one of your course sections, Banner will have D2L create all your course offerings inactive. Inactive course offerings are completely invisible to students unless and until you activate the course offerings.

A new tool, soon to be released in myVILLE, will provide you with the option to combine your D2L course offerings. And you will retain the ability to rename your courses from within D2L.

Getting Your D2L Courses Going

Please view the D2L Basics Instructor Task List and begin reviewing how to use the tools in D2L for each of your courses. A “D2L Practice: your name” course has been created for you in D2L so you can immediately begin familiarization yourself with how the tools and features work in D2L.

D2L offers an array of tools and great flexibility for course design for all modalities. The Instructional & Technology Support Team would love to meet with you to help you select and tune the pieces of your D2L courses to help create an exceptional learning environment for your students.

See also:

- Requesting special, non-CRN courses
- Requesting space for a group or organization
- Making a course active
- Renaming a course
- Missing courses