Access to the course in D2L is for the length of course (excluding the exam period) plus 20 days. Extensions for access can be requested, and are approved on a case by case basis.

Extended access may identified by the Centre for Accessible Learning as an

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5. Access may be requested for an individual outside of Camosun for limited access to a specific course, this may include guest lecturers or clinical preceptors.   An instructor should email their request to elearning@camosun.ca copying their Chair, and outlining the purpose for the access. The eLearning Support Analyst may determine it necessary to seek the approval of the Director, Learning Services for requests for external access.

6. Students with a documented disability may require a transcriber or interpreter to have access to their D2L courses for purposes of support.

Centre for Accessible Learning staff will request this access by emailing elearning@camosun.ca listing the courses where a particular student requires access, and by providing the name and necessary credentials of the transcriber or interpreter.

Transcribers and interpreters will be provided guest instructor access.

7. To support copyright compliance an audit of course content (no student data) may be performed. A course instructor will be informed of the audit and its results. The audit will be performed by the Copyright Advisor.

8. A course is closed to students 20 days after the completion date of the course. The assigned instructor has access to the closed course until the course is deleted as part of regular maintenance by the Support Analyst. Students do not have access to closed courses. Access to a closed course where the instructor is no longer at the college can be requested by a Dean to the Director, Learning Services.

9. Employees within the eLearning unit (CCFA Instructional Designers and CUPE Support Analysts and Multimedia Analyst) have access to

Requests that are not approved will be