

# Requesting a New Course Shell

People request course shells for many reasons, but some of the common reasons are for course building purposes, activity or tool testing purposes, and departmental resource courses. To request a course shell for any reason, complete the following steps.

## 1. Navigate to the [D2L Home Page](#) (the page before you log in).

LOGIN TO KSU D2L BRIGHTSPACE

D2L Brightspace requires Duo two-factor authentication. ([Duo help page](#))

STUDENTS

- **Fall 2019 courses**
  - Students will have access to Fall 2019 courses in D2L Brightspace on the first day of class.
  - Please note, it may take up to 24 hours after registration in Owl Express for courses to be

SYSTEM CHECK

Please click here for a system check before you log in.

SERVICES STATUS

KSU Services Status Page

UITS - FAU

- Computer usage policy
- Academic integrity
- Curriculog Information and Log in

## 2. Scroll down to where it says “INSTRUCTORS.” Under “Course Shell Requests,” click the link provided.

INSTRUCTORS

- **Fall 2019 courses**
  - Fall 2019 courses are available to instructors in D2L Brightspace.
- **Important D2L News - Continuous Delivery**
  - D2L returns to the “Continuous Delivery” model of software updates, providing regular, incremental improvements throughout the year instead of one or two periodic, large updates. We are looking forward to working with you as we introduce these important changes to D2L throughout the year. You can learn more at [uits.kennesaw.edu/d2l](https://uits.kennesaw.edu/d2l), where we will continue to provide updates for D2L Brightspace and Continuous Delivery. For questions or assistance, please contact the KSU Service Desk.
- **Course Shell Requests**
  - Please use the [Course Shell Request Form](#) to ask for a non-Owl Express generated course for D2L Brightspace. To request an Owl Express course, please contact the Registrar’s Office.
  - A course shell functions identically to a normal course, but has no start or end date, and no automated student enrollment functionality. The course instructor must handle participant enrollment. Course shells cannot be used for course credit-earning activities.
- **Third-party Integration Requests for D2L Brightspace**
  - Many third-party publishers and vendors offer integrations with the ability to connect to D2L Brightspace courses. University Information Technology Services (UITS) and the Distance Learning Center facilitate and support these integrations, but require advance notice to ensure successful implementation and that the tool meets the accessibility and quality requirements of the University. All third-party integrations must be reviewed and approved by the Distance Learning Center and UITS before implementation.
  - To request the implementation of a third-party tool with your D2L course, please complete the [D2L Third-party Tool Integration Form](#). UITS strives to complete each approved D2L tool integration request as quickly as possible; requests must be submitted one semester in advance.

<https://d2l.kennesaw.edu/shell-request-form.php>

3. Fill out the form provided. You will receive an email that your course shell was created within a few days.

The screenshot shows the top navigation bar of the Kennesaw State University website. On the left is the university logo with the text 'KENNESAW STATE UNIVERSITY' and 'KSU D2L BRIGHTSPACE'. On the right are links for 'MyKSU', 'A-Z Index', 'Directories', and 'Campus Maps', along with a search box containing 'KSU Search' and a 'SEARCH' button. Below this is a yellow navigation bar with links for 'About KSU', 'Academics', 'Admissions', 'Athletics', 'Campus Life', 'Research', and 'Global'. The main content area has a breadcrumb trail 'KSU D2L Brightspace / D2L Brightspace Course Shell Request Form' and a link to 'D2L Home'. The title of the page is 'D2L Brightspace Course Shell Request Form'. Below the title is a paragraph of instructions: 'Please use this form to request a non-Owl Express generated course for D2L Brightspace. To request an Owl Express course, please contact the Registrar's Office. A course shell functions identically to a normal course, but has no start or end date, and no automated student enrollment functionality. The course instructor must handle participant enrollment. Course shells cannot be used for course credit-earning activities.' Below this are several form fields, each with an asterisk indicating it is required: '\*Requestor Title', '\*Requestor Name', '\*Requestor NetID', '\*Requestor Department', '\*Requestor Campus' (a dropdown menu currently showing 'Please Select'), '\*Requestor Position/Role', and '\*Requestor Email'.

Instructions Created by Tiffani Reardon, August 2019