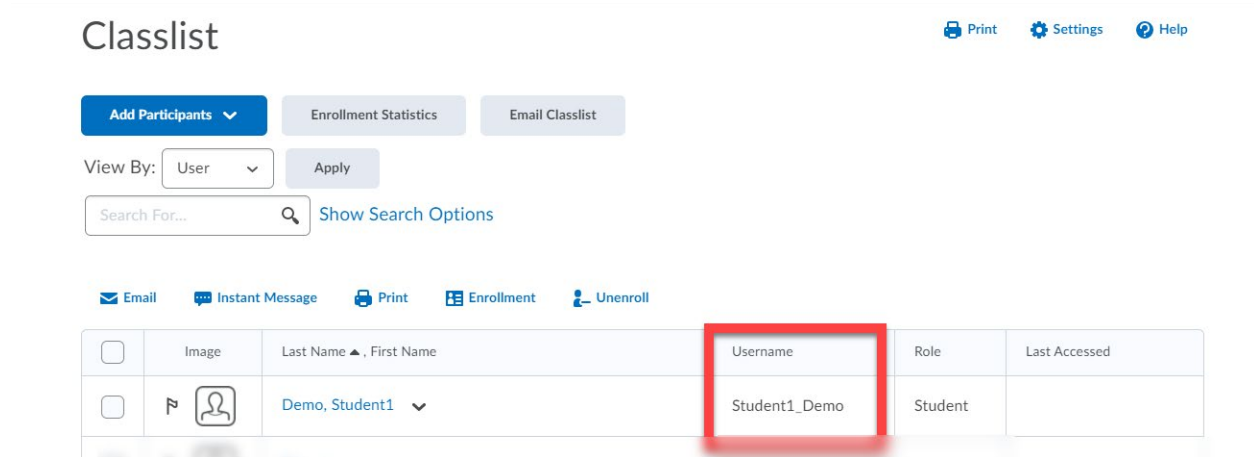


The referral asks for the D2L username of students whom you wish to refer. To find the student's D2L username visit the course classlist (highlighted below):



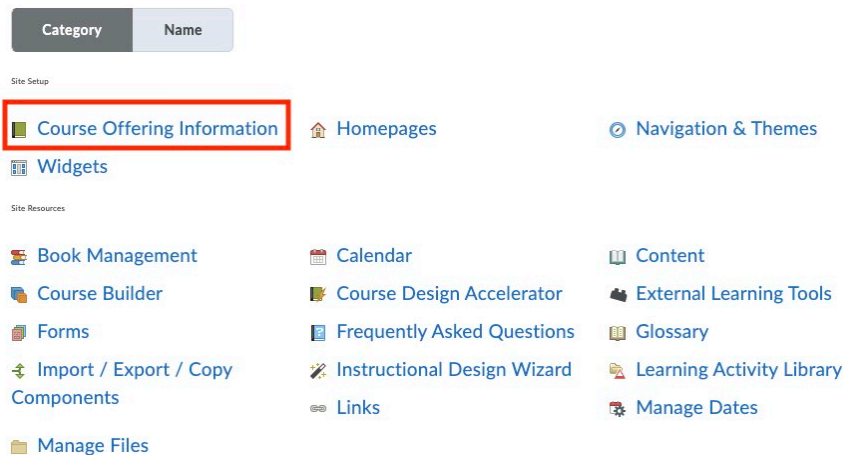
The screenshot shows the D2L Classlist interface. At the top, there are buttons for 'Add Participants', 'Enrollment Statistics', and 'Email Classlist'. Below these are 'View By: User' and 'Apply' buttons, along with a search bar labeled 'Search For...' and a 'Show Search Options' link. A secondary row of buttons includes 'Email', 'Instant Message', 'Print', 'Enrollment', and 'Unenroll'. The main table has columns for 'Image', 'Last Name', 'First Name', 'Username', 'Role', and 'Last Accessed'. The 'Username' column is highlighted with a red box, showing the value 'Student1_Demo' for a student named 'Demo, Student1'.

| | Image | Last Name ▲, First Name | Username | Role | Last Accessed |
|--------------------------|-------|-------------------------|---------------|---------|---------------|
| <input type="checkbox"/> | | Demo, Student1 ▼ | Student1_Demo | Student | |

Additionally, the referral asks for the course CRN—5 digit unique course code. The below highlights how to find the CRN from the course in D2L however, you can find this a number of ways (including from the term schedule, the DUCK, etc):

Go to “Course Admin” in the D2L course. Then click “Course Offering Information”

Course Administration



The screenshot shows the D2L Course Administration menu. At the top, there are 'Category' and 'Name' tabs. Below these are sections for 'Site Setup', 'Site Resources', and 'Navigation & Themes'. The 'Course Offering Information' option is highlighted with a red box. Other options include 'Homepages', 'Navigation & Themes', 'Widgets', 'Book Management', 'Calendar', 'Content', 'Course Builder', 'Course Design Accelerator', 'External Learning Tools', 'Forms', 'Frequently Asked Questions', 'Glossary', 'Import / Export / Copy Components', 'Instructional Design Wizard', 'Learning Activity Library', 'Links', and 'Manage Dates'.

- Category
- Name
- Site Setup
 - Course Offering Information**
 - Homepages
 - Navigation & Themes
 - Widgets
- Site Resources
 - Book Management
 - Calendar
 - Content
 - Course Builder
 - Course Design Accelerator
 - External Learning Tools
 - Forms
 - Frequently Asked Questions
 - Glossary
 - Import / Export / Copy Components
 - Instructional Design Wizard
 - Learning Activity Library
 - Links
 - Manage Dates
 - Manage Files

The code displayed in the “Course Offering Code” field contains the CRN. It is the 5-digit number immediately following the Course Subject/Level

Course Offering Information

Intro to Global Issues Section 91 Spring Semester 2021 CO

Course Image

Browse

All standard image file types are supported. We recommend course images be 2400 x 960 | different contexts and on different devices.

Homepage Banner

Display the image in a banner on the course homepage

Course Offering Name *

Intro to Global Issues Section 91 Spring Semester 2021 CO

Course Offering Code *

CO.280.POLS2401.22621 20214

If the course is cross-listed, please enter the information highlighted below:

Course Offering Information

#BlackGirlMagic XLS Group AW1 Fall Semester 2021 CO

Course Image

Browse

All standard image file types are supported. We recommend course images be 2400 x 960 | different contexts and on different devices.

Homepage Banner

Display the image in a banner on the course homepage

Course Offering Name *

CO.280.AFAM3610.XLS.AW1.20222

