



Requesting a Demo Course Shell in D2L

St. Cloud Technical & Community College
"Education that Works"

Overview:

You may want to request a D2L development (demo) shell to begin building your class. This D2L shell can be continually fine-tuned since you are working in a shell with no enrolled students. Keep in mind that this shell can be imported into a regular class shell with students when it is completed. Development courses are not purged after two years like regular courses because they are not assigned to a specific semester, so it can also be a good way to preserve a course you may not teach again for a while.

Instructions:

1. Go to the [Online IT Helpdesk](#) (You may also want to bookmark/favorite this webpage)
2. Enter your SCTCC email address and click submit
3. Fill out the form
 - a. In step 3 of the form, click Online Class
 - b. In step 4 of the form, write something similar to this: "I'd like a Developmental D2L shell created for me titled _____ online (or hybrid) course."
 - c. In step 7 of the form, enter the password: sctcc
4. Click Submit
5. You'll receive an email confirmation to let you know that the support ticket was created and another email when the ticket has been completed

Notes:

- If you no longer plan to use a demo shell, please request for the course to be deleted