Embedding a Librarian in Your D2L Course

1. Contact your division librarian to check for availability.

2. Access your course in D2L.
   
   Faculty needs to be inside the course in which to add the librarian. The form will not show if you are in the D2L homepage.

4. Click on Add a User to Your Section.

   The form automatically fills in your name, email, and course number.

5. Enter your phone number.
6. Enter the name of the librarian you wish to embed in your course.
7. Determine the level of access the librarian should have in your course.

   To allow the librarian to add & manage the Library 101 module in your course, select Faculty from the Access Level menu.

   Contact your division librarian for more information.

8. Click Submit.

   The librarian will be added into your course by LSC-Online within a few days of the request.