

## How to Find Past LIS Syllabi for MLIS Students in the D2L LIS SYLLABI Course



Students find it helpful to view past syllabi when deciding on which courses to take for a semester. To help students gain access to past syllabi, the MLIS Program created a special D2L course called “**LIS Syllabi**” where past syllabi going back to Fall 2012 are stored and available 24/7.

This is a “self-enrolled” course, that is, you enroll yourself into the course to gain access to past syllabi.

### SELF-ENROLLMENT DIRECTIONS FOR D2L LIS SYLLABI COURSE

- Login to the Gateway portal
- Click on the D2L icon on the top menu
- Look for a box on the right side of the page called “**Useful Links.**” The last link in the list is for “**Self-enrolled Courses.**” You’ll see that one of the courses available is “**LIS Syllabi (view past course offerings.)**”



- Click on the link for “**SELF ENROLLMENT COURSES.**” That opens up list of “**Self Registering Course Offerings**” and tells you whether or not you are enrolled or not enrolled in one of these courses.
- Click on the link for “**LIS Syllabi**” to start the registration process.

**Step 1:** A box appears called Course Description. Click on the **REGISTER** button.

**Step 2:** A Registration Form will open that is auto-filled with your information: First Name, Last Name, email address, Your ID #. Click on the **SUBMIT** Button. After you SUBMIT some type of notice will appear regarding your registration.

### ONCE REGISTERED



Once you are self-registered, **LIS Syllabi** will be available in your set of enrolled courses. The easiest way to find it is to click on the pull down menu for “**Select a course**” at the top of your main D2L page. On the main page for the LIS Syllabi course click on the “**Content**” link for the course. You’ll see a **Table of Contents** on the left organized by Semester from the latest back to 2012.