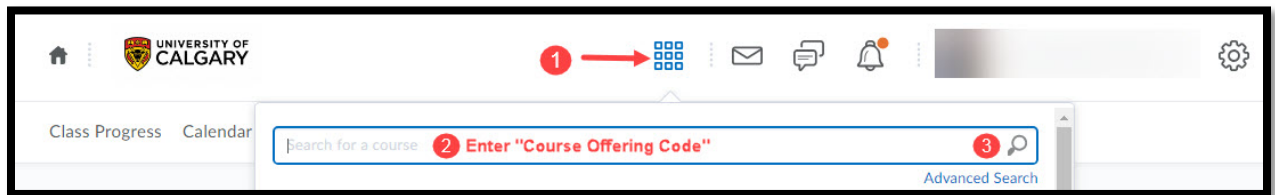


## D2L: Understanding Course Offering Codes

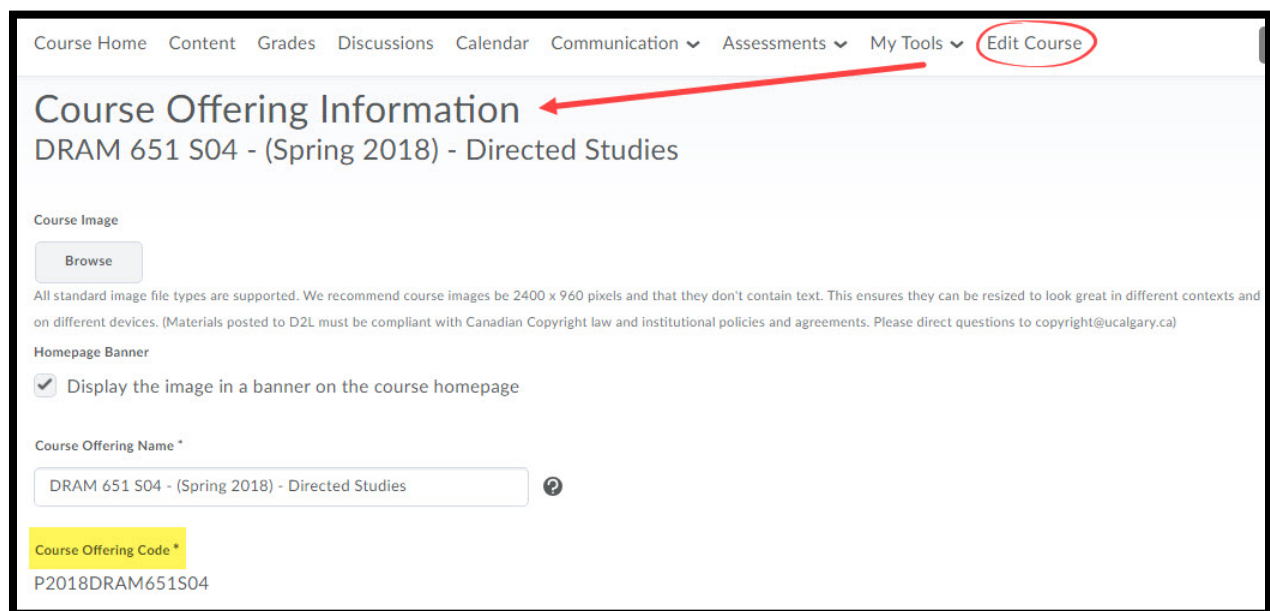
The course offering name of a D2L site can be modified by the instructor any time, whereas the course offering code will remain constant. If you have access to 25+ D2L sites as a Course Administrator or Instructor and you need to find a specific credit course (i.e. an undergraduate or graduate class listed in PeopleSoft), the most effective way would be to look up the course offering code.

1. Click on the Course Selector icon.
2. Enter the Course Offering Code.
3. Click on the magnifying glass to perform the search.



This document will help you understand how class sections are listed in PeopleSoft and how that information translates into a Course Offering Code in D2L.

The **Course Offering Code** is a unique identifier. You may view this information by clicking into your D2L site, then selecting **Edit Course** and **Course Offering Information**:



The **Course Offering Code** is formatted as follows:

[\[Semester\]](#) [\[Year\]](#) [\[4-Letter Subject Area\]](#) [\[Course Number\]](#) [\[Full year AB indicator if needed\]](#) [\[Section Type & Number\]](#)

*Example:*

W2018CHEM201L01

F2017EDER700ABL01

**[Semester]:**

**F** = Fall

**W** = Winter

**P** = Spring

**S** = Summer

**[Year]:**

The **Year** contains 4 digits. It refers to the calendar year the course is happening in.

**[4-Letter Subject Area]:**

Abbreviation for the **Subject Area** as listed on the **Maintain Schedule of Classes** page in PeopleSoft.

*Example:*

The screenshot displays the 'Maintain Schedule of Classes' page in PeopleSoft. The breadcrumb trail at the top reads: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes. The University of Calgary logo is visible on the left. Below the logo is a navigation bar with tabs: Basic Data, Meetings, Enrollment Control, Reserve Cap, Notes, Exam, Exam Info, LMS Data, and Class Comments. The main content area shows the following details:

Course ID	162603	Course Offering Nbr	1
Academic Institution	University of Calgary		
Term	Fall 2018	Undergrad	
Subject Area	ACCT	Accounting	
Catalog Nbr	217	Introductory Financial Acct	

An 'Auto Create Component' button is located on the right side of the page.

**[Course Number]:**

More commonly known as the Course Number, this is displayed as the **Catalog Nbr** in PeopleSoft.

Example:

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | Exam Info | LMS Data | Class Comments

Course ID 162603 Course Offering Nbr 1

Academic Institution University of Calgary

Term Fall 2018 Undergrad

Subject Area ACCT Accounting

Catalog Nbr 217 Introductory Financial Acct

Auto Create Component

Class Sections Find | View All First 1 of 12 Last

Session 1 Regular Academic Class Nbr 72692

Class Section 01

Component LEC Lecture

Class Type Enrollment Section

\* Note the difference between Formally Decimalized and Informally Decimalized Courses

i) **Formally Decimalized Course:** In the case where the **Catalog Nbr** has a decimal, include the whole string of numbers in the Course Offering Code, but remove the decimal.

Example: For this class, the Course Offering Code in D2L would be W2018MDSC61301L01

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | Exam Info | LMS Data | Class Comments

Course ID 126692 Course Offering Nbr 1

Academic Institution University of Calgary

Term Winter 2018 Graduate

Subject Area MDSC Medical Science

Catalog Nbr 613.01 Epidemiology/InfectiousDiseases

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

Session 1 Regular Academic

Class Section 01

Component LEC Lecture

Class Type Enrollment Section

ii) **Informally Decimalized Course**, i.e. a course that has been assigned a Topic number and a more specific title, but does not have a decimalized **Catalog Nbr**.

Example: For this class, the Course Offering Code in D2L would be W2018SOWK679S01

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | Exam Info | LMS Data | Class Comments

Course ID 150465 Course Offering Nbr 1

Academic Institution University of Calgary

Term Winter 2018 Graduate

Subject Area SOWK Social Work

Catalog Nbr 679 Special Topics Seminar I

Auto Create Component

Class Sections Find | View All First 1 of 6 Last

Session 1 Regular Academic Class Nbr 15801

Class Section S01

Component SEM Seminar

Class Type Enrollment Section

Class Topic

Course Topic ID 80 PracticeChildren&Adolescents  Print Topic in Schedule

**[Full year AB indicator, if needed]:**

Courses that run over two semesters (e.g. **Fall/Winter** or **Spring/Summer**), will be displayed with an **A** in the first term, and a **B** in the second term on the **Maintain Schedule of Classes** page.

The Course Offering Code only needs to reference the first semester.

*Example:* For this multi-term class, the Course Offering Code in D2L would be F2017EDER**700ABL01**

Basic Data	Meetings	Enrollment Control	Reserve Cap	Notes	Exam	Exam	Basic Data	Meetings	Enrollment Control	Reserve Cap	Notes	Exam	Exam																
Course ID	111316	Course Offering Nbr	1	Course ID	111315	Course Offering Nbr	2	Academic Institution	University of Calgary	Academic Institution	University of Calgary	Term	Fall 2017	Graduate	Term	Winter 2018	Graduate	Subject Area	EDER	Educational Research	Subject Area	EDER	Educational Research	Catalog Nbr	700A	Sem 1st Yr Doctoral Students	Catalog Nbr	700B	Sem 1st Yr Doctoral Students
Class Sections						Class Sections																							
Session	PA	Multi-Term: Part A				Session	PB	Multi-Term: Part B																					
Class Section	01					Class Section	01																						
Component	LEC	Lecture				Component	LEC	Lecture																					

**[Section Type & Number]:**

- L = Lecture
- S = Seminar
- B = Laboratory
- T = Tutorial

The **Section Number** contains 2 digits, e.g. 01

Class Sections			Class Sections		
Session 1	Regular Academic	Session 1	Regular Academic		
Class Section 01	Lecture	Class Section B01	Laboratory		
Component LEC		Component LAB			
Session 1	Regular Academic	Session 1	Regular Academic		
Class Section S01	Seminar	Class Section T01	Tutorial		
Component SEM		Component TUT			

\* Note: By default, only Lectures and Seminars are created automatically in D2L. A Lab or a Tutorial section will be created upon [request](#). For a full-year lab course, the Course Offering Code will look something like F2017VETM360**ABB01**