Web-Enhancing Your Course

Quick information for on-campus instructors using Blackboard

Our Open OnDemand @ SDCCD Open Educational Resources site contains tutorials and resources important for instructors using Blackboard. Be sure to visit! http://sdccdolvid.org/

Remember:
- Your Blackboard shell does not replace face-to-face time that you are scheduled to spend with students.
- As you add material to your shell, remember that on-campus students may have limited access to the Internet.
- **Check out the Blackboard Learn Tutorials** available on the Faculty Resources page (see link above).

Getting a shell on Blackboard Learn is a two step process:
1. Fill out a Course Request Form (link can be found on http://www.sdccdonline.net/faculty/). Instructors can have one shell per course CRN, and thus need to submit one form per course CRN.
2. Once you have the shell, **you need to add your content**. There are two ways to add your content:
   a. Use the **Build Content** button in your shell to create **content folders** and add **files**, or
   b. Copy your course materials from another Blackboard Learn shell. (This is done with Course Copy in the Control Panel – Packages and Utilities) For Course Copy tutorials please visit
      http://sdccdolvid.org/tag/copy/

Roster Management:
- Instructors should be managing rosters in Faculty Web Services. Student access to the course on Blackboard is handled automatically based on the rosters in Faculty Web Services.
- Students' names are found in the Grade Center (Control Panel).
- **Adds:** Registered students are automatically populated into your course. Late add students need to wait several hours after using an add code before accessing Blackboard.
- **Drops:** Officially dropped students can no longer access the shell.

Your honors students will lose access to the shell. Please send an email to support@sdccdonline.net with the names and CSIDs of your honors students. Also include the CRN to which they need access restored as honors students. You will receive an email response with their new login information.

Information to share with your students:

- Students login with the following information:
  - **Login URL:** https://sdccd.blackboard.com
  - **Username:** CSID number
  - **Password:** 8-digit birthdate (mmddyyyy)
- The student training webpage: http://www.sdccdonline.net/students/training/
- Students will need to wait several hours after using an add code before they can access Blackboard.
- Not all on-campus classes use Blackboard, so students may not see all of their classes when they login.
- **24/7 Helpdesk phone number for all technical support and login issues: 1-866-271-8794**