

To All Faculty,

As we are gearing up for the Spring Semester, we wish to send everyone a reminder to help you (and your students) with your Blackboard (Bb) courses.

A. All faculty and students need to have a NetID and Password to access Bb

The same system that controls login to NEIUport also controls login to Bb. The Center for Teaching and Learning no longer controls Bb login. Many new instructors and some students seem to be unaware that they need to use their Net ID and NEIUport password to log into Blackboard (even if they access Bb from the NEIU home page). Anyone who has not yet established a password in NEIUport should go to <http://neiuport.neiu.edu> and click the link titled "First Time Users Getting Started with NEIUport". Problems logging into Bb or NEIUport should be directed to NEIUport Help at ext. 4230

B. Make sure that you are assigned to teach the course in CARS

Enrollment of instructors into Bb courses is managed by CARS. If a course that you are planning to teach in Spring '08 is not showing up in your Blackboard list of courses that you are teaching, it is because the course is listed in CARS as taught by "TBA" or by another instructor. Contact your department to make sure that you are assigned as the course instructor in CARS. After you are assigned as the instructor in CARS, you should be able to see your course in Bb by the next day.

C. Make your course available for students

You will notice that the links to your Spring '08 courses are followed by (Unavailable). This means that your course is invisible to students--although you can see it. This allows you to work on your course and then make it available to students when you are ready for them to see it. To make the course available go to the course Control Panel and select:

Settings > Course Availability > Yes.

A narrated tutorial walking you through the process is available at <http://www.neiu.edu/~ctl/blackboard.html>. **Until you make your course available, your students will not be able to see it.**

D. Students are automatically enrolled in Bb courses from CARS

Enrollment of students in Bb courses is managed by CARS. Students who are registered for a course in CARS will be registered automatically into the corresponding Bb course. There is no student self-enrollment into Bb courses, nor do faculty have to enroll their students manually into courses.

Students who withdraw from a course or who are dropped due to non-payment of fees or other reasons are "disabled" from the Bb course. This means that their information remains in the course's database; however, they will disappear from your Bb course roster and grade book and will be unable to see your course in Bb until they are reinstated. Student work and grades completed prior to being dropped will reappear when they are reinstated in the course.

E. Accessing Bb from within NEIUport

When you are in NEIUport, you can access Bb directly by clicking on the Blackboard icon (next to the e-mail icon) without an additional log in.

F. Copying course content from a previous semester to a Spring 2008 course

Content (including tests) from previous semesters' Bb courses can be copied into your Spring '08 courses. This is done by going into the previous course's Control Panel and using the Course Copy feature in the previous course to copy the desired content into your Spring '08 course. A narrated tutorial walking you through the process is available at <http://www.neiu.edu/~ctl/blackboard.html>.

G. If you wish to combine Bb sections

Some instructors teach multiple sections of the same course and wish to combine the enrollments of all sections into a single Bb course. If you wish to have multiple sections combined, send an e-mail request to etlt@neiu.edu with the subject "Combine Sections-Spring 08" and include the information below. **Requests for combining Bb course sections must be received by January 18, 2008.**

- Name of instructor(s)
- NetID(s) of instructor(s)
- Course number
- Course sections to be combined

H. If you have questions about Bb-related items

If you have questions regarding these or any other Blackboard-related items, please send an e-mail message to etlt@neiu.edu or contact the Center for Teaching and Learning at ext. 4467.

I. If your students have questions or issues.

If your students have questions or issues regarding Blackboard or other NEIU technology that you are not able to answer, have them contact Student Computing Services at (773) 442-4390 or at scs@neiu.edu

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