

Preparation for Summer 2008 Blackboard Courses

To All Faculty,

Summer Blackboard courses have been created and are now accessible to faculty who have been assigned to them (if you do not see your course, see "C" below). **Please read the items below. They will save you and your students some headaches later on.**

A. Let your students know if you are not using Bb

Most NEIU students have taken courses that use Bb and will likely expect that your course(s) will also. If you are not planning to use Bb, please let your students know.

B. If you do not make your Bb course available, students cannot see it

By far, the **biggest** support issue for students was that they were not able to see their Bb courses when they logged into Bb. **In nearly every case, the problem was that the instructor had not made the Bb course available for viewing by students.**

You will notice that the links to your Summer '08 courses are followed by **(Unavailable)**. This means that your course is invisible to students--although you can see it. **Until you make your course available, your students will not be able to 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>.

C. Make sure that you are assigned to teach the course in Banner

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

D. 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.

E. Copying course content from a previous semester to a Summer 2008 course

Content (including tests) from previous semesters' Bb courses can be copied into your Summer '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 Summer '08 course. A narrated tutorial walking you through the process is available at <http://www.neiu.edu/~ctl/blackboard.html>.

F. 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. Please note combining enrollments will mean that all of

the students will be listed in your Gradebook alphabetically—not by section (the next version of Blackboard will correct this). If you wish to have multiple sections combined, send an e-mail request to etlt@neiu.edu with the subject “Combine Sections-Summer 08” and include the information below. **Requests for combining Bb course sections must be received by June 3, 2008.**

- Name of instructor(s)
- Name and number of course (e.g. PSYC AGED 400)
- Course sections to be combined (e.g. 01, 02)

G. Students who withdraw or do not pay fees are “disabled” from your Bb course

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.

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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