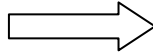


Official Rosters on Faculty Web Services and Blackboard Vista

Make changes to official roster here:



Change is reflected here:

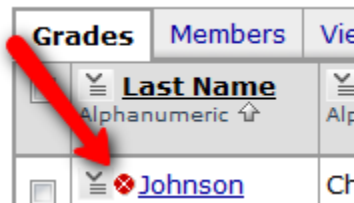


Adding Students

Students who add your course (use an Add Code in Reg-e) will automatically get access to your course once the Add Code gets processed. Students should give the system a couple hours after using the Add Code before logging into Blackboard. Once added, the student's account will appear in the Grade Book.

Dropping Students

Blackboard Vista is for class management only, not for official attendance accounting/recordkeeping. Therefore, all drops must be completed through Faculty Web Services. By the next day, the student automatically loses access to Blackboard Vista and a red dot icon appears next to their name in the Grade Book:



Remember: Faculty Web Services rosters are the official rosters for your online courses.

Situations that may arise:

1. Student is on your Faculty Web Services roster, but *is not* listed in the Blackboard Vista Grade Book tool.
 - Contact SDCCD Online Learning Pathways to get student access to the course.
2. Student is not on your Faculty Web Services roster, but *is* listed in your Blackboard Vista Grade Book tool.
 - This is most likely a student who has not yet paid. They are given a one-week grace period during which they can access your Blackboard Vista online or oncampus course. Wait until midnight on Friday of their first week of attendance (end of the grace period). If by that time, they do not appear on your Faculty Web Services roster, then manually deny access to the student. (See below.)
3. You have dropped a student via Faculty Web Services, but the student is not denied access in Blackboard Vista.
 - Manually Deny Access in the Blackboard Vista Grade Book tool. Otherwise, the student can still access your course. Do not unenroll the student, but instead use the "Deny Access"

button: button: The "Deny Access" button, which includes a red dot icon and the text "Deny Access".