



# Web-Enhancing Your Course

Info for on-campus instructors using Blackboard Vista

The **Faculty Resources** page contains tutorials and resources important to web-enhanced and online instructors. Be sure to visit the Faculty Resources page often: <http://www.sdccdonline.net/faculty/resources/>

## 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 your on-campus students may have limited access to the Internet.

## To Request a Course Shell:

1. Fill out a Course Request Form, which is available on our Faculty Resources page (see link above).
2. In the form, you'll indicate the date that you'd like students to be populated into the course shell.
3. When you get the shell, it should have your correct CRN on it. Each CRN needs its own Blackboard shell.

## Roster Management:

- Your students' names are found in the Grade Book (Teach tab).
- **Adds:** Registered students are automatically populated into your course on the date that you specified in the Course Request Form. Students will need to wait several hours after using an ADD CODE before they can access Blackboard.
- **Drops:** Officially dropped students remain in the Grade Book with a red icon, but can no longer access the shell.
- More info on Faculty Web Services and Blackboard Vista is on our Faculty Resources page (see link above).

**Your honors students** will lose access to the shell. Please send an email to [support@sdccdonline.net](mailto: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.

**Check out the Blackboard Vista Tutorials** available on the Faculty Resources page (see link above).

## Tips and Tools to try:

- **Course Content** - HTML is the best filetype to use for the files in your course shell. HTML files are most accessible.
- With the **Grade Book** tool you can post grades for submitted work. Each student logs in to access his/her own grade.
- The **Discussions** tool is a discussion forum where students can interact before or after class - a great way to get them thinking about a topic before the upcoming lecture.
- The **Mail** tool is an internal messaging system that allows you to communicate individually with students. They will receive the Mail message when they login to the course.

---

## Information to share with your students:

- Students login with the following information:
  - **Login URL:** <https://online.sdccd.edu>
  - **Username:** CSID number
  - **Password:** 8-digit birthdate (mmddyyyy)
- The student training webpage includes: (<http://www.sdccdonline.net/students/training/>)
  - Useful tutorials, FAQ, and orientation schedules at the start of each semester
  - Help accessing Blackboard and downloading/opening files from in the course.
- 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 their classes when they login.
- **24/7 HelpDesk phone number for all technical support and login issues: 1-866-271-8794**