

# Faculty Web Services & Blackboard

Make all changes to your official roster in Faculty Web Services. <http://faculty.sdccd.edu>



The changes will be automatically reflected in Blackboard. (Wait 2 hours after making change in Faculty Web Services.)

**Student Access:** Students get automatically added to Blackboard shells as soon as registration opens, but they do not have access to the course until the first day of the semester. Instructors can contact students prior to the first day via the Email function in the Grade Center.

**Adding Students:** Students who add a 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 Center.

<input type="checkbox"/>	Last Name	First Name
<input type="checkbox"/>	Johnson	Craig
<input type="checkbox"/>	Kennedy	Hanna
<input type="checkbox"/>	Knox	Amanda

**Dropping Students:** All drops must be completed through Faculty Web Services. By the next day, the student automatically loses access to Blackboard and a gray slash icon appears next to their name in the Grade Center. All drops must be completed through Faculty Web Services. Do not remove student accounts from Blackboard shells manually.

## Situations that may arise:

### 1. Student is on your official roster, but is not listed in Blackboard Grade Center:

- Contact SDCCD Online Learning Pathways ([support@sdccdonline.net](mailto:support@sdccdonline.net)) with class CRN and student CSID

### 2. Student is not on your official roster, but is listed in Blackboard Grade Center:

- This is most likely a student who has not yet paid. Students are given a one-week grace period during which they can access the Blackboard online or oncampus course. Wait until after midnight on the Friday of their first week of attendance (end of grace period). If by that time, they do not appear on your Faculty Web Services roster, then manually turn off the student's availability in the course. (See steps below)

### 3. You have dropped a student via Faculty Web Services, but the student still has access to Blackboard.

- Manually turn off the student's availability in the course. (See steps below)

### 4. Disruptive Online Student:

- To handle denying access or removing a student from your Blackboard course for disruptive behavior, please follow the guidelines at <http://www.sdccdonline.net/handbook/StudentCodeofConductGuidelinesFINAL.pdf>

## Steps to manually turn off a student's availability in the course:

1. Go to Control Panel > Users and Groups > Users > Find the name of the student
2. Click the chevron button and select "Change User's Availability in Course."
3. Set Availability to "No" and notify SDCCD Online Learning Pathways ([support@sdccdonline.net](mailto:support@sdccdonline.net))
4. **Never use the "Remove Users From Course" button**

The screenshot shows a list of users on the left. The user 'Christopher' is selected, and a dropdown menu is open with 'Change User's Availability in Course' highlighted. On the right, the 'Role and Availability' dialog box is shown, with the 'Available (this course only)' dropdown menu set to 'No'.

**Remember:** Faculty Web Services rosters are the official rosters for all online and web-enhanced courses.