

## Blackboard (Bb) Faculty and Staff FAQ

### Request a Course/Community

To request a Blackboard course and/or community go to [www.ouhsc.edu/blackboard](http://www.ouhsc.edu/blackboard)

Click the tab titled "Request Course" or "Request Community"

Fill out the form in its entirety

Course Request

Faculty Information

Course Information (Pay close attention to this section)

Other Information

Additional Comments/Requests

Fill out the form in its entirety

Community Request

Community Name and Sponsor

Community Leader(s) & Contact Information

Community Technical Contact & Information

Community Type

What's the difference? Courses are driven by master course roster loads via the PeopleSoft (SIS), are assigned to faculty for teaching, and expire each semester; while a community is non-database driven, participants are loaded manually, usually faculty sponsored, and they never expire. **Note: Request your course early to ensure adequate time for creation and development.**

### Course Availability

It is recommended that each Bb course be set to available at the start of each semester. After a course is made available, students will be able to see the course in their list courses at login. To make a course available:

Click the Settings link in the Course Options section of the course Control Panel

Click the Course Availability link

In the Set Course Availability section, click the Yes radio button. Scroll down to the bottom of the page and click the submit button

### View Bb Courses

Login to Blackboard, and then click the courses tab

A full course listing should appear for courses you are teaching (Instructor), taking (Student) and assisting (Teaching Assistant or other)

### Student Enrollment

Students must be registered in the PeopleSoft student information system (SIS) prior to being placed into a Blackboard course. Once officially registered in the PeopleSoft SIS a data feed is collected and students are uploaded into Blackboard. Student roster data feeds are ran two weeks prior to the semester start and are ran twice per day (Morning & Afternoon) up to the final drop date.

After the final drop date Blackboard student enrollments are ran by request only.

NOTICE: ONCE A STUDENT ENROLLS IN A COURSE VIA PEOPLESOFT THERE IS A 24-HOUR TURN-AROUND TIME FOR THE BLACKBOARD STUDENT ROSTER DATA FEED TO BE UPLOADED. Students can also be added by the Blackboard system administrator on a case by case basis.

Need to add a TA (Teaching Assistant), additional instructor or grader to your course? Use the "add user by role" feature in Blackboard.

### **Review Course Roster**

Review your course roster and ensure all required students are listed. To access the course roster:

Select the List/Modify Users link in the User Management section of the course Control Panel  
Select the List All tab, then click list all button

### **Add a TA, Grader, Instructor, etc. to a course**

By using the Add Users by Role feature in Bb Instructors have the ability to add instructors, teaching assistants, course builders, graders, and guests. To add users go to the Control Panel in your course; Under Course Tools, select Add Users by Role.

### **Name Changes in Blackboard**

What - Blackboard Administrators can not make name changes without email confirmation from the registers office.

When - If a student needs to have their name changed in Blackboard they will need to first complete the paperwork as requested by the registers office. For more information click the following link <http://www.ouhsc.edu/admissions/>.

Who - If the student has already completed the requested paperwork either the student or faculty member can contact Melanie Brooks at ext. 48908 regarding the name change status.

How Long - Once a Blackboard Administrator has received email confirmation from the registrar the name change will be made within 24-hours.

### **Can't Login to Blackboard**

Contact the Helpdesk at 271-2203

### **Request a Bb Quick Source Card**

Contact Pam Farmer at ext. 47112 or send an email to [web-courses@ouhsc.edu](mailto:web-courses@ouhsc.edu).

Contact Gina Vile at ext. 41171 or send an email to [web-courses@ouhsc.edu](mailto:web-courses@ouhsc.edu).

### **More information on how to use Blackboard**

Visit the Bb support web site at [www.ouhsc.edu/blackboard](http://www.ouhsc.edu/blackboard)