



## Getting your Blackboard Site Up and Running

### Instructional Technology Development / Information Services – SAC 284, Lincoln Park

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A Blackboard course site is automatically created for each course in the course schedule. When created, each course site is viewable ONLY by the instructor. It will not be visible to students until the instructor makes it available (see below). Courses created but not available to students will have **[unavailable]** after the title listed in the instructor's My Courses area when he/she first logs in.

If a course you are teaching does not appear in your My Blackboard or My Courses area:

- Check CampusConnect: can you view the student roster for your course section? If not, work with your chair and/or college to put your teaching assignments in the university's campusconnect (PeopleSoft) system. The change may take 24 hours to reach Blackboard.
- If you can view the course roster in CampusConnect, send an e-mail with your name, the course title, and the course identifying nomenclature including section number to [Blackboard@depaul.edu](mailto:Blackboard@depaul.edu) explaining the problem.

### Make your Course Site Available to Students

Students cannot see the course title on their My Blackboard page—even though they may be registered and their name appears in the course site's roster—until the instructor makes the course site available. To make your course site available:

- Log into Blackboard using your CampusConnect username and password
- Select your course—it should be visible on My Blackboard
- Go to the Control Panel, click on Settings under the Course Options, then click on Course Availability
- Select Yes and click Submit
- Do this for each individual course for which you are using Blackboard.

We recommend that at the end of the quarter, after all student work on the course site is completed, the instructor make the course site unavailable to students. This action removes an “old course” from the students' My Blackboard page and as closes the course site to changes or intrusions.

### Remind Your Students to...

- Use their CampusConnect login and password to log in to Blackboard at [oll.depaul.edu](http://oll.depaul.edu)
- Update their e-mail address – e-mail addresses listed on CampusConnect are used in Blackboard. The instructor cannot change the e-mail address for a student, the student must update it on campusconnect.
- Register for courses through CampusConnect – no registrations occurs in Blackboard.

### How to Make Special Requests for Your Blackboard Course Site

The Blackboard instructor can request special changes to their Blackboard course site. These include the following:

- Add a Teaching Assistant or Guest Speaker
- Combine two sections into one course site – you can request to have the two sections you are teaching combined into one course site. However, remember to do this prior to adding content to either of the sites; combining course sites erases any content posted on either site!
- Copy Course Content from One Site into Another – If you teach the same course repeatedly, save time and energy, use the online request form to have content – assignments, syllabi, handouts, etc. – copied from a previous (or current) course site into a new course site.

Online forms are available at the Instructional Technology Development website: [www.itd.depaul.edu](http://www.itd.depaul.edu). Select the Faculty tab, then Technology Tools, then Blackboard. Scroll down the page to find the Resources section and click on Blackboard Request Forms.