

How do my classes get to Blackboard (Bb)?

For Faculty



This table explains how course information is managed before it is merged into Blackboard.

NOTE: All faculty must have an active UDC email address in order to use UDC resources (email, MyUdc, Banner, and Blackboard).

Step 1:	Chairs, Departments and the Registrar's Office enter course information into Banner (formerly done via SIS+)
Step 2:	The Office of Information Technology (OIT) pulls course registration information from Banner .
Step 3:	OIT "batch processes" (enters) information into Blackboard (Bb). This step creates your course shell. Student registration is batched by OIT into Bb by the first day of classes. OIT performs this operation daily.
Step 4:	Your course(s) should appear in Blackboard (Bb). NOTE: Your courses may not be assigned to you at this point. (Check your MyUdc). If you have not been assigned to courses, you will not find them in Bb. Please contact your chair about assigning courses.
Step 5:	During the Add/Drop period, OIT updates Bb courses daily with student enrollments. Faculty may also enroll and un-enroll students in their Bb courses. Your Faculty Class Roster found in your MyUdc is your Official Attendance Record and Roster.
Step 6:	If your courses are listed in Banner, but not in Bb, please contact the Bb Helpdesk (cathelpdesk@udc.edu) or submit a ticket @ http://helpdesk.lrdudc.wrlc.org/ If you cannot access MyUdc – Please contact OIT (support@udc.edu) If you need to reset your password –do so at the MyUdc login page.

Self-help Checklist

What to do if you do not see your course(s) in Bb.

For Faculty

NEW FACULTY

Are you new to UDC or new to Bb?

Yes

Check with the chair of your department to make sure your information, has been entered accurately into Banner. Once entered into Banner, an Email account will be established. When courses are assigned and data is batched into Blackboard a Blackboard user account will be generated.

Your information is in Banner but not in Bb?

Now What?

Click the Submit a Ticket link on the Blackboard Online Support page <http://helpdesk.lrdudc.wrlc.org/> or call the Help Desk at 202-274-6628 for support.

CONTINUING FACULTY

Are you a full-time faculty member who has used Bb, but do not see your courses?

Yes

Check your **MyUdc** to ensure you are assigned to the courses. Confirm with your Chair that your information in **Banner** is accurate.

Your information is accurate in Banner but you are not in Bb?

Now What?

Click the Submit a Ticket link on the Blackboard Online Support page <http://helpdesk.lrdudc.wrlc.org/> or call the Help Desk at 202-274-6628 for support.

NOTE: Courses may not appear in Bb until three weeks prior to the start of the semester. Faculty may enroll students who have registered late, or delete students who dropped late after confirming their roster from Banner.