



Things for Instructors to Know About Blackboard Managed Enrollment

- 1 Course requests** - Beginning with courses for the Fall 2012 semester, Blackboard courses will be requested through the **Faculty Center** (<http://facultycenter.cornell.edu>).



- » The new process for requesting course sites is available now.
- » Instructions are at <http://bbhelp.cit.cornell.edu/course-site-creation>.

- 2 Student enrollment** - Students will be added to your Blackboard course a few weeks before classes begin.

- » Blackboard **enrollment will be synchronized** with the class roster throughout the semester.
- » **Students who have dropped** the class will be listed as “unavailable” in the Users section of your course, and will be removed from the Blackboard course after the drop period ends.

<input type="checkbox"/>	Username	First Name	Last Name	Email	Role	Observer	Available
<input type="checkbox"/>	btf5	Barbara	Friedman	btf5@cornell.edu	Instructor		Yes
<input type="checkbox"/>	pmg1	Patrick	Graham	pmg1@cornell.edu	Student		No
<input type="checkbox"/>	ad9809	Ann	Griffith	ad9809@cornell.edu	Student		Yes

- » **Enrolling students in a Blackboard course yourself**, or allowing them to self-enroll, **will cause problems** with the synchronization of Blackboard enrollment with the class roster.

3 Course IDs - Blackboard Course Site IDs will be the **Class Number that has been assigned to the course by the University Registrar's Office** instead of the subject catalog number that has been used in the past.

4 Re-using course content - Instructors who wish to re-use content from previous semesters will need to **copy the content** from old Blackboard course sites to the course site that has been created through the Faculty Center.

» **Instructions for copying content** are available at:
<http://bbhelp.cit.cornell.edu/beginning-of-semester/>

5 Setting course roles - Some course roles are not identified in the Faculty Center – for example, many TAs and some Administrative Assistants.

» **You will need to enroll these people in your course** and assign them appropriate roles.

6 Cross-listed / co-meeting courses - “_COMBINED” at the end of a Blackboard course ID means that there is more than one class roster associated with the course. This usually applies to cross-listed / co-meeting courses for which a single Blackboard course was created.

Courses where you are: Instructor

46660_COMBINED: CIT 1100, Computing at Cornell, White D.
(unavailable – will be available Wednesday, August 8, 2012)

Instructor: David White;

7 Unlisted courses - If your academic course is not listed in Faculty Center under the Blackboard Course Site Request tab, contact your department to make sure that you are associated with the class in PeopleSoft. If you have a non-academic course, please email atc_support@cornell.edu.