Beginning of Semester Blackboard Reminders for Faculty

Course Availability
Your courses are initially set *not* to be available to students. To make the course available, use Control Panel | Settings | Course Availability | Yes

Student and Faculty Email
Email addresses that are stored in Bb are independent from those stored in QC and other CUNY systems. They are set in Bb when the student’s record is first created in Bb, at a time when the email address provided by the student could be incorrect or missing. Faculty email addresses can also be wrong. Everyone is urged to check their Bb email addresses and update them if necessary:
- Tools | Personal Information | Edit Personal Information
And to update the email address to a preferred address using:
- Tools | Update Email
All email addresses in Bb must be CUNY email addresses.

Course Copy Tool – Using Materials from a Previous Semester
You can copy any or all materials (minus student enrollments, discussion board threads, grade center items, etc.) from a previous semester’s course into the current semester’s course. This is done using Control Panel | Course Copy.
A detailed tutorial is located at www.qc.cuny.edu/edtech/Blackboard

Course Merge Tool – Combining Multiple Sections Into One
If you teach multiple sections of the same course, or undergraduate and graduate sections of a course that have common contents, you can merge the rosters of these courses into one of the courses and manage materials in one of the courses. All students will have access to this one course (as well as their original section, which should be hidden.) This is possible even if you are teaching at multiple campuses. This is done using the Course Merge Tool which is available on the Home Tab in Blackboard (it is not located in your individual course.) A detailed tutorial is located at www.qc.cuny.edu/edtech/Blackboard

If You Cannot Find Your Course(s) on Blackboard
The most likely cause of this is that you are not listed as the instructor of record in CUNYFirst and therefore Blackboard doesn’t know to put you in the course. Check with your department, or look the course up on the QC Home Page (Quicklinks | Schedule of Classes) and see who is the instructor. If you see that you are listed as the instructor of the course but do not see the course in Blackboard, contact bbsupport@qc.cuny.edu.

If Your Students Cannot Find Your Course(s) on Blackboard
If this is happening to multiple students, then it is likely you have not made your course available (see Course Availability above.)
If a particular student cannot see your course, but others can, then it is likely the student, assuming he or she was actually registered at one time, has been dropped from the course, likely because of nonpayment of tuition or non-attendance as reported by the instructor. Once that problem is cleared, the student will return to the course. If the student is not returned, contact bbsupport@qc.cuny.edu.

Adding More Students, Faculty, Teaching Assistants, Graders
If you wish to add anyone to your course, use Control Panel | Enroll User, and browse for and select the person you want to add. You may add anyone from any CUNY campus. The individual will be added with a role of student. If you want to change that role to give additional privileges, use Control Panel |List/Modify Users,
Search for the person, click List Properties, and choose a role at the bottom of the page. Please assign roles wisely.

Archive and Export Your Course From Last Semester
Courses remain on Blackboard for three prior semesters. After that, they may be removed from the system. You are strongly advised to save a copy of your course materials and Grade Center information to your local computer. A tutorial is available at www.qc.cuny.edu/edtech/Blackboard