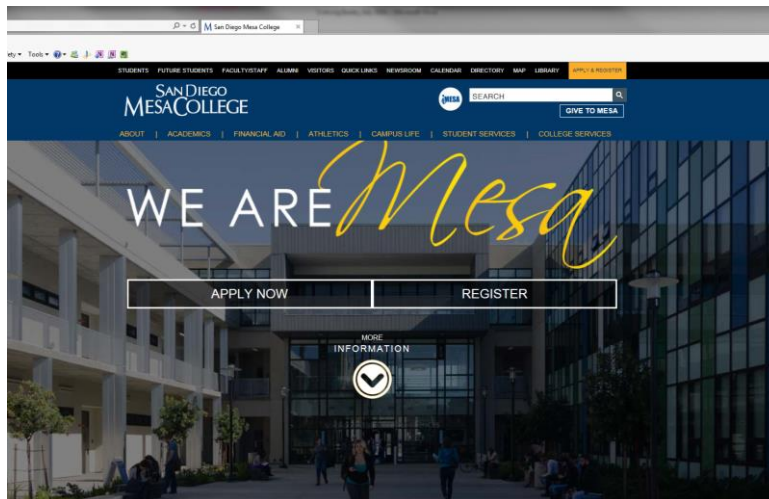


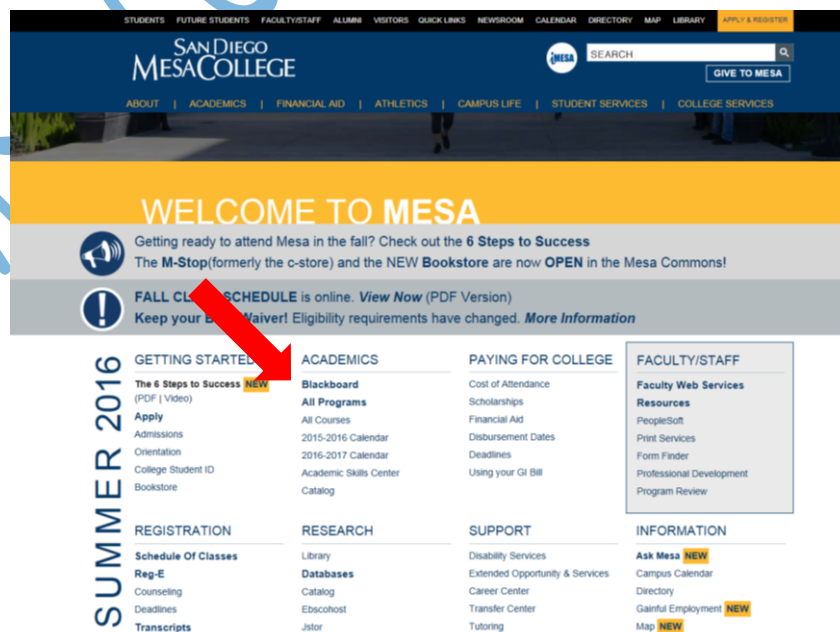
# Helpful Information for COMS Faculty: Using Blackboard

The use of Blackboard is not required, but can be a helpful tool to incorporate into your teaching. If you would like to use Blackboard for your course(s), the district San Diego Community College District Online Education team will create a Blackboard shell for you. Additionally, the team provides Blackboard training and support. Prior to making your request, ensure that you have your course numbers, CRNs, and CSID available. Requesting a Blackboard shell and training is very easy.

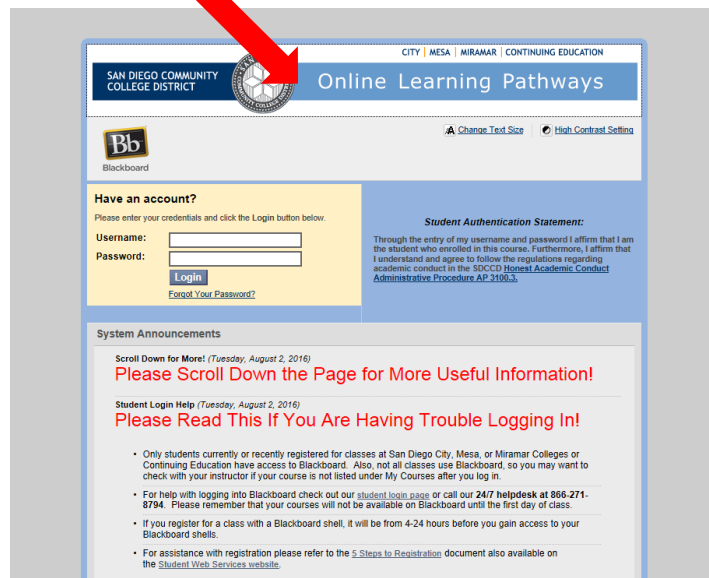
## Step 1: Access the Mesa College Website (SDMesa.edu)



## Step 2: Scroll Down to "Blackboard" and click on it



### Step 3: Click on “Online Learning Pathways” bar at the top of the page



### Step 4: Click on “Resources”



## Step 5: Click on "Course Request Form"



CITY | MESA | MIRAMAR | CONTINUING EDUCATION

SAN DIEGO COMMUNITY COLLEGE DISTRICT

Online Learning Pathways

HOME  
BLACKBOARD LOGIN  
HELPDESK  
COURSE SCHEDULE  
STAFF/FACULTY DIRECTORY  
STUDENT WEB SERVICES  
PROSPECTIVE STUDENTS

**Online Teaching Guides & Tutorials**

**Online Teaching Best Practices and Guidelines**

[Distance Education Handbook 2015](#)  
[Quality Assurance for DE at the SDCCD](#)  
[Accessibility Resources and Tools](#)  
[2008 Omnibus Version CCCO Distance Education Guidelines](#)  
[Faculty Web Services and Blackboard Learn 9.1](#)  
[Open Educational Resources - Open OnDemand @ SDCCD](#)  
[Social Presence for Online Instruction](#)  
[Online Course Types](#)

**Course Request for Web-Enhanced Courses**  
Oncampus faculty, please use this form to request new Blackboard shells.

**Course Request Form**

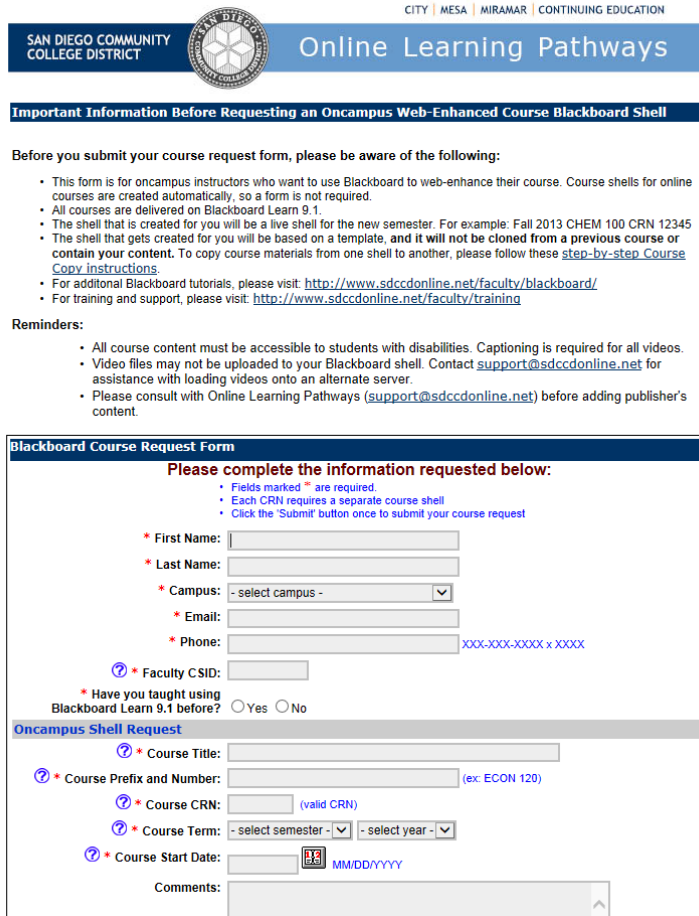
**Tutorials**

**Blackboard Learn 9.1**  
[Blackboard Drive Help \(.docx\)](#)  
[Camtasia Relay Captioning](#)  
[EduStream](#)  
[Elluminate Tutorials](#)  
[Mobile Learning](#)  
[SafeAssign Help Page](#)

**Personalized Assistance with Course Design & Teaching Online**  
[Schedule one-to-one instructional design support appointment](#)  
(View [audio-visual tutorial](#) on using online appointment calendar)

**FACULTY**  
Log In  
Training  
Support  
Resources

## Step 6: Complete the Form



CITY | MESA | MIRAMAR | CONTINUING EDUCATION

SAN DIEGO COMMUNITY COLLEGE DISTRICT

Online Learning Pathways

**Important Information Before Requesting an Oncampus Web-Enhanced Course Blackboard Shell**

Before you submit your course request form, please be aware of the following:

- This form is for oncampus instructors who want to use Blackboard to web-enhance their course. Course shells for online courses are created automatically, so a form is not required.
- All courses are delivered on Blackboard Learn 9.1.
- The shell that is created for you will be a live shell for the new semester. For example: Fall 2013 CHEM 100 CRN 12345
- The shell that gets created for you will be based on a template, and it will not be cloned from a previous course or contain your content. To copy course materials from one shell to another, please follow these [step-by-step Course Copy instructions](#).
- For additional Blackboard tutorials, please visit: <http://www.sdccdonline.net/faculty/blackboard/>
- For training and support, please visit: <http://www.sdccdonline.net/faculty/training>

**Reminders:**

- All course content must be accessible to students with disabilities. Captioning is required for all videos.
- Video files may not be uploaded to your Blackboard shell. Contact [support@sdccdonline.net](mailto:support@sdccdonline.net) for assistance with loading videos onto an alternate server.
- Please consult with Online Learning Pathways ([support@sdccdonline.net](mailto:support@sdccdonline.net)) before adding publisher's content.

**Blackboard Course Request Form**

Please complete the information requested below:

- \* Fields marked \* are required
- \* Each CRN requires a separate course shell
- \* Click the "Submit" button once to submit your course request

\* First Name:

\* Last Name:

\* Campus: - select campus -

\* Email:

\* Phone:  XXX-XXX-XXXX x XXXX

\* Faculty CSID:

\* Have you taught using Blackboard Learn 9.1 before?  Yes  No

**Oncampus Shell Request**

\* Course Title:

\* Course Prefix and Number:  (ex: ECON 120)

\* Course CRN:  (valid CRN)

\* Course Term: - select semester -  - select year -

\* Course Start Date:  MM/DD/YYYY

Comments:

## Step 7: After completing the form, submit the form by hitting the “Submit” button

### Reminders:

- All course content must be accessible to students with disabilities. Captioning is required for all videos.
- Video files may not be uploaded to your Blackboard shell. Contact [support@sdccdonline.net](mailto:support@sdccdonline.net) for assistance with loading videos onto an alternate server.
- Please consult with Online Learning Pathways ([support@sdccdonline.net](mailto:support@sdccdonline.net)) before adding publisher's content.

**Blackboard Course Request Form**

**Please complete the information requested below:**

- Fields marked \* are required.
- Each CRN requires a separate course shell
- Click the 'Submit' button once to submit your course request

\* First Name:

\* Last Name:

\* Campus: - select campus -

\* Email:

\* Phone:  XXX-XXX-XXXX x XXXX

? \* Faculty CSID:

\* Have you taught using Blackboard Learn 9.1 before?  Yes  No

**On-campus Shell Request**

? \* Course Title:

? \* Course Prefix and Number:  (ex: ECON 120)

? \* Course CRN:  (valid CRN)

? \* Course Term: - select semester -  - select year -

? \* Course Start Date:  MM/DD/YYYY

Comments:

Please click only once

\* = Required field.

W3C XHTML 1.0

Upon fulfillment of this request, you will receive an email with instructions from SDCCD Online Learning Pathways. If you have any questions, email [support@sdccdonline.net](mailto:support@sdccdonline.net)

**Note: After submitting your request, the screen will change and you will then have the option to request shells for additional courses. For each shell requested, you will receive an email confirmation. After the Online Learning Pathways staff has created your Blackboard shell(s), they will send an email notifying you.**

**- The SDCCD Online Learning Pathways website has many videos and other resources available to help you learn Blackboard. Keep in mind that you can also receive one-on-one training.**