



Getting Ready to Teach Your Hybrid or Online Course:

Step 1. Are my students ready to be active in Blackboard?

If you've taught a course in which Blackboard use was an important component, you know that there usually are a few students who, for technical reasons, can't access Blackboard. This puts each of these students at a disadvantage from the beginning of the semester. With more and more courses offered either as hybrid or fully online, ensuring that students are ready for full participation in Blackboard from the first day of classes is essential.

There's a way you can check now, before classes begin, to make sure your students can join your online class activities when classes begin. To do this:

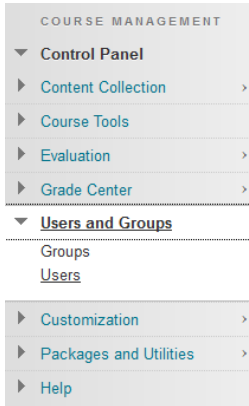
1. Send an email to students now from within your Blackboard site, then check to see if any of the messages are bounced back to your email account as undeliverable.

--From within the Blackboard site for your upcoming course, select **Course Tools** from the Course Management menu. Then click on **Send Email**.

--On the next screen, choose to send your message to **All Student Users**.

--When the message screen opens, list the subject as something like "[Your course number] Checking on your access to Blackboard," compose a brief message explaining the purpose of the message, and let students know they don't have to reply. Finally, click on **Submit**.

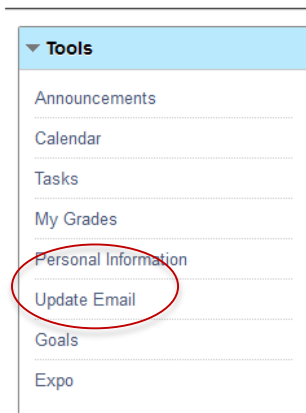
2. You will receive an email message, sent by Blackboard, listing the names of any students whose message could not be delivered.



--You can find the email addresses of all the students in your course by going to **Users and Groups** in the Control Panel menu in your Blackboard course site. Then click on **Users**. Make sure that the middle filter reads “not blank” and click go. You’ll see a list of all the students in your section, with an email address listed for each.

-- For students who didn’t receive your initial message, send each one an email outside of Blackboard (from your City College account) to the email address listed in your course site suggesting that they edit/change their email address within Blackboard themselves.

--If a student who has a City College email address, but another address is listed in Blackboard (for example, gmail), they can change the address on their own by using the **Update Email** link on the opening screen in Blackboard.



--If they only are taking classes at City College this coming semester, but don’t yet have a College email address, they should go to the helpdesk in the TECH Center on the first floor of NAC as soon as possible to have one assigned. Helpdesk staff also can assist students in resolving other Blackboard access issues.

By following the steps outlined above, you can help students be fully ready for using Blackboard-based resources.