

BOSSIER PARISH COMMUNITY COLLEGE

Policy & Procedures

Title: Enrollment and Disabling of Students From Blackboard Courses

Effective Date: Spring 2007

Cancellation:

Division: Academic/Educational Technology

Policy Statement

The following policy is in reference to the procedures for enrolling and disabling students from the Blackboard Course Management System. This will apply to all online courses as well as those courses enhanced by the utilization of the Blackboard Platform.

Procedures

1. For students who have enrolled in courses after general registration, instructors will need to select "Enroll User" within their Blackboard Course Control Panel to add the student to the course(s). Follow these steps: (1.) Go to the Control Panel in your course. (2.) Select "Enroll Users" in the User Management Area. (3.) Select the "Username" option below the search box. (4.) Type the student's campus wide ID number in the text box and "click on" the search button. (5.) Click in the box under the word "add" to place a check mark in the box. (6.) Click the "submit" button in the lower right area of the web page and this will add the user to your course as a student.
2. For students who have "dropped" from your course(s), you must "disable" (disabling a student will prevent a student's access to your course(s) material) their names from your Blackboard course(s). Students should only be disabled if they have officially dropped your course(s), been suspended and or resigned from the college. To disable a student from a Blackboard course(s), follow these steps: (1.) Go to the Control Panel in your course(s). (2.) Select "List/Modify Users" in the User Management Area. (3.) Leaving the search field blank, "click on" the search button (this will list all students within your course.) (4.) "Click on" the "Properties" button to the far right of the student's name that you wish to disable access to the course. (5.) Scroll down to section 4 of his page where you will see "Role and Availability." (6.) Where you see the words "Available (this course only)," change the selection from "yes" to "no" and this will block the student's access to this course only. It is recommended that faculty print or save the Blackboard course grade book of each course they teach periodically during the semester.

Approved:

College Committee
(if applicable)

Committee Chair
(If applicable)

Dr. Stan Wilkins
Vice Chancellor for
Academic Affairs

Tom Carleton
Chancellor

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