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Office of the University Registrar

E-mail Announcement

Date: June 17, 2011
To: OHIO Faculty & Staff
From: Sean O'Malley on behalf of Debra Benton
Subject: Update on Summer Class List Availability

OHIO Faculty & Staff,

The Class Lists feature of the new SIS's Faculty & Advising Center is still in final testing and development. We will send an update on the status of Class Lists on June 22.

In the meantime, if you need to view course rosters or send e-mail to students enrolled in your full term or first session summer courses, you may do so via Blackboard.

If you are an instructor who does not normally use Blackboard, you still can view enrollment and send e-mail from within Blackboard. **You do NOT have to make your course available to your students in Blackboard to use these features.**

If you are administrative staff and need to access rosters on behalf of instructors in your department, then those instructors will need to add you to their courses as an additional instructor.

See below for instructions on how to:

- find summer courses in Blackboard
- access your class roster(s)
- send e-mail to students in your course(s)
- add an additional "instructor" to a Blackboard course

If you have questions or need assistance, please contact the [Service Desk](#) at 740-593-1222.

Finding the Right Course:

When you log into Blackboard, you may see more than just your summer courses in **My Courses**, and depending on your settings, it may not immediately be clear which course is a summer course. To make it easier to find the appropriate course and section:

1. Log in to Blackboard (<https://blackboard.ohio.edu>) using your OHIO ID and password.
2. In the upper right corner of the **My Courses** box, click the gear icon.

3. In the resulting **Edit Courses** page, check the box for **Display Course ID** next to each summer course you want to view:
 - **Full term** summer names end with SUMM_2010-11
 - **First session** summer names end with SUM1_2010-11
 - **Second session** summer names end with SUM2_2010-11
 - o *Enrollment data for second session courses will be loaded on July 11.*
4. To avoid confusion, you can uncheck the boxes next any previous term courses that you don't need to see in **My Courses**, then click **Submit**.
5. Now you should be able to easily identify the appropriate summer course sections under **My Courses**.

To View a Course Roster:

1. Log in to Blackboard (<https://blackboard.ohio.edu>) using your OHIO ID and password.
2. In **My Courses**, click the summer course you want to access.
3. In the **Control Panel** area, click **Users and Groups**.
4. Click **Users**.
5. In the **Search Action Bar** across the top, click the **Starts with** drop-down and select **Not blank**.
6. Click **Go**.

You should see a list of all your students with their email addresses.

For a one minute video tutorial, visit:

<http://bbsupport.ohio.edu/storage/support-documents/view%20roster.mp4>

To E-mail your Students:

1. Log in to Blackboard (<https://blackboard.ohio.edu>) using your OHIO ID and password.
2. In **My Courses**, click the summer course you want to access.
3. In the **Control Panel** area, click **Course Tools**.
4. Click **Send Email**.
5. Select **All Users**.
6. Type your Subject and Message, then click **Submit**.

Adding an Additional "Instructor" to Your Course:

1. Log in to Blackboard (<https://blackboard.ohio.edu>) using your OHIO ID and password.
2. In **My Courses**, click the summer course you want to access.
3. In the **Control Panel** area, click **Course Tools**.
4. Click **Add/Modify Enrollments**.
5. Click **Enroll Users**.
6. Enter the OHIO ID(s) of the individual(s) you want to authorize and click **Search**.
7. Select the appropriate OHIO ID(s) and click **Submit**.
8. Under **Course Role** select **Instructor**.
 - You can choose additional courses under **Course List** if you wish to grant access to more than one of your courses.
9. Click **Submit**.

Best regards,
Sean O'Malley