



Dear Faculty,

Below are instructions for setting up your Blackboard course for fall '09.

**IMPORTANT:** There will be NO account services from Friday, June 5 to Monday August 10, 2009. **The TLC will be closed for summer 2009.**

Account requests for fall term **must** be submitted **BEFORE May 29, 2009**. Shells will be created every Tuesday and Thursday—please get your request in early. You will see your new fall shell section number in *MyBlackboard*.

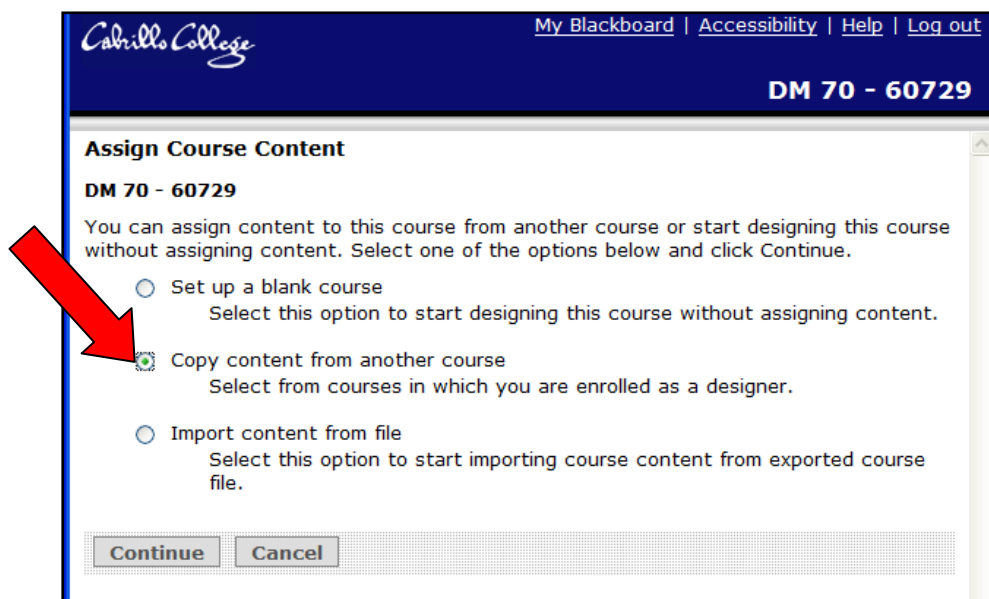
**STEP ONE:** Request your Blackboard shell online.

Go to <http://www.cabrillo.edu/services/tlc/webct/>

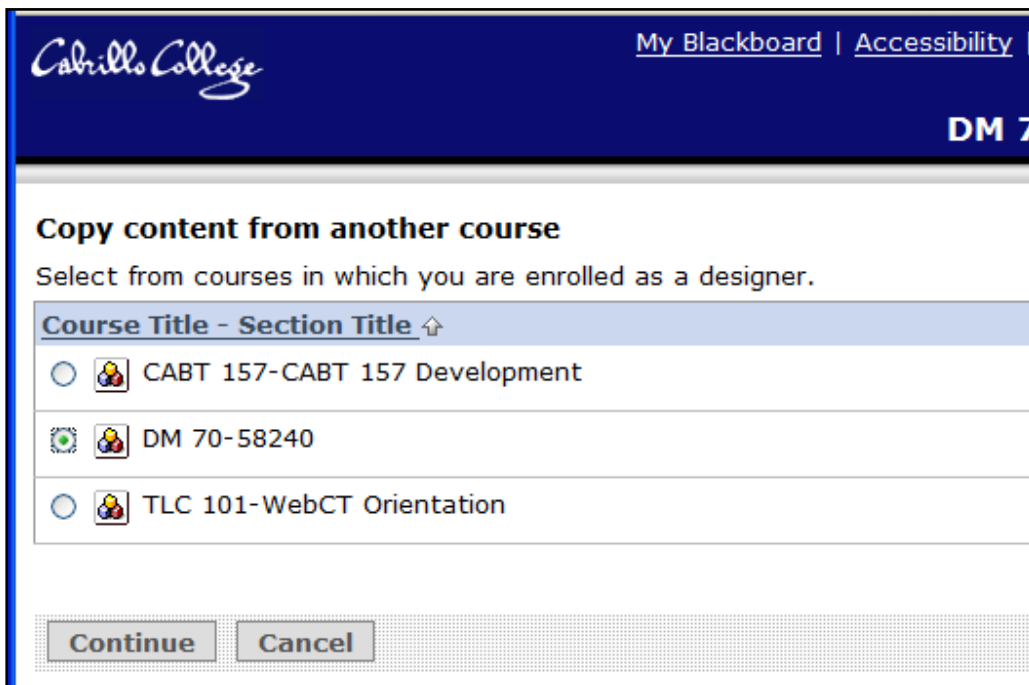
- If you want two or more sections **merged**, type the additional section numbers in the Notes/Comments field.
- Need to look up a **section number**? The spring schedule of classes PDF draft is located at:
  - (DE page) <http://www.cabrillo.edu/services/disted/faDEGalley2.pdf>
  - (Full schedule) <http://www.cabrillo.edu/services/disted/GALLEY2of3.pdf>

**STEP TWO:** Once your shell appears in *MyBlackboard*, click once on the new section number.

The window below will appear. To copy content from your **spring** course, click on “Copy content from another course.”



**STEP THREE:** Select your spring course from the list of courses you are enrolled in. Click “Continue.” Depending on the size of your course, it could take up to a minute for the course to load. Your course should appear in your new fall shell!



## COURSE DEVELOPMENT

We strongly encourage faculty to work with TLC staff in developing their course content and configuring their Blackboard shell. The Chancellor’s Office requires all courses (including on-campus courses) to meet certain criteria for design and delivery of their web-based materials.

All courses must meet Section 508 Accessibility Requirements. They include:

- all videos and audio must be captioned or provide text equivalent transcripts
- all images must contain ALT attributes
- summarize graphs and charts, and use links that make sense

It is the responsibility of the instructor in a DE course to initiate regular and effective contact with enrolled students to verify their participation and performance. Use of email, discussions, and chat provides students frequent opportunities to ask questions and receive answers.

Contact the TLC Director for more information at 479-6191.

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www.cabrillo.edu/services/tlc