

HWS Information Technology Services Bulletin

Number: 2009-48

Date: September 22, 2009

Title: Blackboard Enrollments

Description:

The formal drop/add period has ended which means that updates to Blackboard courses will not happen automatically. This affects the following:

1. Faculty wishing to remove a student from the course site will now need to do so manually for the remainder of the semester. Students that have dropped a course will continue to have access to that course site until the faculty manually removes them.
2. Faculty wishing to add more students to the course site will now need to do so manually for the remainder of the semester.

These actions are specific to Blackboard course site access only and DO NOT affect registration status with the Registrar. Any action related to a student's credit-bearing status with a course must be done through the PeopleSoft system.

Please be sure to follow the correct process and not create new users. This will add additional profiles for student users in the Blackboard database and could cause confusion for student and faculty users.

Please see the directions for adding students to your classes. They can be found on the IT Services Web site at:

http://www.hws.edu/itservices/training_programs.aspx

If you have questions, please contact the Help Desk at ext. 4357 or by e-mail at helpdesk@hws.edu. Additionally, you can visit the Technology Resource Center in the Learning Commons for assistance. Office hours are Monday through Friday from 8:30 am – 5 pm.

Contact: Current information about this bulletin may be found at <http://www.hws.edu/itservices/bulletins.aspx>. If you have any questions or concerns, please contact IT Services at helpdesk@hws.edu or call 315-781-HELP.

Type:

Emergency

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Alert

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