

# HWS Information Technology Services Bulletin

**Number:** 2011-XX

**Date:** November XX, 2011

**Title:** Blackboard Course Site Creation

**Description:**

Spring 2012 course sites will be available in Blackboard for faculty to begin course-building this week. Please note that course site names will indicate the semester and year.

Within course sites, student rosters should reflect student registration data from the PeopleSoft system. Throughout the add/drop period, student rosters within Blackboard course sites will be updated daily to reflect changes in the PeopleSoft system, including **both** adds and drops. Updates to class rosters will occur each day at 5 am and 5 pm from the beginning of registration until January 24, 2012.

As a reminder, a course site is not visible to students until the faculty member chooses to activate it by making the site **Available**. Directions for doing so are located at:

[http://ondemand.blackboard.com/r91/movies/bb91\\_course\\_customization\\_set\\_course\\_availability.htm](http://ondemand.blackboard.com/r91/movies/bb91_course_customization_set_course_availability.htm)

Please contact the Help Desk at x4357 or Digital Learning Team at x4420 with any questions.

**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](mailto:helpdesk@hws.edu) or call 315-781-4357.

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**Type:**

Scheduled

**Category:**

Education

**Distribution:**

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