

How do we get Started with Blackboard at our School?

1. **Blackboard Coordinator:** Contact the Help Desk to request the creation of Blackboard accounts for all faculty/staff at your school.
2. **The Blackboard Team:** Create accounts and notify Blackboard Coordinator.
3. **Blackboard Coordinator:** Request course shell creation via Blackboard Admin Portal.
 - DO NOT request courses until Blackboard user accounts have been created.
 - Make sure Email ID is correct.
4. **The Blackboard Team:** Create course shells and notify Blackboard Coordinator.
5. **Blackboard Coordinator:** Train instructors.
6. **Instructors:** Verify that students have Photograph/Full Name Release for Web Development Form on file, if applicable. (Download form from: http://www.wcpss.net/school_sites_info/forms.html)
7. **Instructors:** Verify that students have not been DENIED Internet access permission if you plan to use in class as part of instruction.
8. **Instructors:** Add course content.
9. **Instructors:** Train students.
10. **Instructors:** Send access information to parents, where applicable.
11. **Instructors:** Update course content regularly.