



How to Request a New Email Account or Password:	<p><b>To request an email account</b>, complete the Universal Account Request Form (<a href="https://occs.odu.edu/forms/acctreqform.pdf">occs.odu.edu/forms/acctreqform.pdf</a>) return to OCCS Account Manager, 4300 Engineering &amp; Computational Sciences Building.</p> <p><b>To request a new password</b>, MIDAS password can be activated or online at <a href="https://midas.odu.edu">midas.odu.edu</a> or contact TSC by email (<a href="mailto:occs-help@odu.edu">occs-help@odu.edu</a>) or phone (757-683-3192). To pick up your new password at TSC, University ID is required.</p> <p><b>NOTE:</b> Please allow up to 24 hours for the new account or new password to become active in Blackboard. While email may begin functioning immediately, other online applications may take 24-48 hours.</p>
Technical Recommendations for Blackboard:	<p><b>Platform:</b> Windows 95, 98, 2000, NT, or ME; MacOS9, or MacOSX</p> <p><b>Hardware:</b> 64 MB ram, 1 G of free disks pace</p> <p><b>Software:</b> Microsoft Word, Adobe Acrobat Reader</p> <p><b>Browser:</b> Internet Explorer 5.5 or Netscape 4.78, with JavaScript and Cookies ENABLED</p> <p><b>Modem:</b> 56K minimum</p>
How to Find Blackboard:	<p><b>University Portal:</b> <a href="https://my.odu.edu">my.odu.edu</a></p> <p><b>Blackboard Help:</b> <a href="https://clt.odu.edu/bb">clt.odu.edu/bb</a></p> <p><b>Faculty &amp; Staff Page:</b> <a href="https://www.odu.edu">www.odu.edu</a></p> <p><b>Blackboard:</b> <a href="https://www.blackboard.odu.edu">https://www.blackboard.odu.edu</a></p>
How to Login:	<p>User name = your MIDAS name</p> <p>Password = your MIDAS password</p> <p>If you request a new account or new password, please allow 24-48 hours before reporting login problems.</p>
How to Find Your Course:	Log into Blackboard (My Blackboard tab) and view the "My Courses" module.
How to Add a TA to Your Blackboard Course:	Contact TSC by email at <a href="mailto:occs-help@odu.edu">occs-help@odu.edu</a> with course ID (Course ID: ex. 200710_FALL_ECI304_15600) and TA email ID ( <a href="mailto:jdoe001@odu.edu">jdoe001@odu.edu</a> ).
How to Combine Blackboard Course Sections:	Contact TSC by email at <a href="mailto:occs-help@odu.edu">occs-help@odu.edu</a> ; with course ID (Course ID: ex. 200710_FALL_ECI304_15600) for both sections. Usually the lowest call number is retained.
How to Make Your Blackboard Courses Available/Unavailable to Your Students:	<p><a href="#">CONTROL PANEL</a> &gt; <a href="#">SETTINGS</a> &gt; COURSE AVAILABILITY</p> <p> <b>Course Availability</b></p> <p>Make Course Available: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Click "Yes" to Make Your Courses "Available", OR Click "No" to Make Your Courses "Unavailable".</p>
How to Reuse/Copy Your Course Materials:	In your Source Course, click Control Panel > Course Copy > Copy Course Materials into an Existing Course > Browse to Find/Select your Destination Course > Select the Course Materials (Do not check Enrollment) > Click Submit > Click OK (Review your Material)
Where to Find Help:	<p><b>Faculty Help Web site:</b> <a href="https://www.odu.edu">www.odu.edu</a> &gt; Faculty &amp; Staff &gt; Blackboard</p> <p><b>Technical Help:</b> Technical Support Center: Phone: 757-683-3192, email: <a href="mailto:occs-help@odu.edu">occs-help@odu.edu</a>; Location: 1500 Webb Center. <a href="https://occs.odu.edu">occs.odu.edu</a></p> <p><b>Instructional Help:</b> CLT: phone: 683-3172; email <a href="mailto:clt@odu.edu">clt@odu.edu</a>; Location: Gornto</p> <p><b>Workshops:</b> <a href="https://clt.odu.edu/facdev">clt.odu.edu/facdev</a></p>
How to Edit List of Courses:	To edit the course sites that display on your front page, use the edit icon  on My Blackboard.

**Bb Task Time Table** The time table represents a cycle of developing, delivering, and closing course sites. The time table begins mid-semester since course sites for the upcoming semester typically become available at mid-semester each term.

### First Time Use of Blackboard

When	Task	Who	How
Prior to using Bb for the first time and ongoing as needed thereafter	Assess readiness and seek consultation and workshops as needed	Faculty and CLT	Contact <a href="mailto:clt@odu.edu">clt@odu.edu</a> or register for CLT workshops: <a href="https://clt.odu.edu/facdev/">clt.odu.edu/facdev/</a>
Mid-semester prior to semester of delivery	Access courses for Next Semester	Bb admin	Automated based on Banner Schedule data.

### Revolving Use of Blackboard

When	Task	Who	How
Second half of semester prior to delivery	Verify course site access	Faculty and Technical Support Center	Faculty notify Technical Support if courses do not appear in the Bb Course list as expected, e.g. missing, too many sections, etc.
	Add course builders, Bb teaching assistants	Faculty and Technical Support Center	University Teaching and Graduate Assistants can be named in Banner as course instructors. Otherwise, email Technical Support Center to add other student workers either as TA or Course Builder.
	Develop Course	Faculty	Organize course site, Apply course settings, Add content
Prior to first day of class	Open Course Site (set availability)	Faculty	Control Panel > Settings > Course Availability > Yes
Ongoing	Maintain course	Faculty	Regular course updates and revision.
Mid-semester	Gather mid-semester student feedback	Faculty	<a href="https://clt.odu.edu/bb/tutorials/mid_course_fast_feedback/">clt.odu.edu/bb/tutorials/mid_course_fast_feedback/</a>
	Create courses for next semester	Blackboard Admin	Automated based on Banner Schedule data
End-of-semester	Gather end-of-semester student feedback	Faculty	<a href="https://clt.odu.edu/bb/tutorials/mid_course_fast_feedback/">clt.odu.edu/bb/tutorials/mid_course_fast_feedback/</a>
	Close Course Site (set availability)	Faculty	Control Panel > Settings > Course Availability > No
	Archive Course site	Faculty	Control Panel > Archive Course (save to a local permanent location for storage)
Variable times between mid-semester and end of semester	Gather end-of-semester student feedback	Faculty	Control Panel > Course Copy. Identify source and destination courses and select items to copy. Do not include enrollment.