

Making a Request to IT

What is a Blackboard HUB or SITE?

- They are similar to a course shell. They do not replace regular course areas and should not be used to provide students with core learning material or for grades.
- They can be used to share or collect information with students and/or other faculty members.
- They can be used to facilitate communication between various users.

Requesting a HUB or SITE

Send a request to its@sl.on.ca with the following information:

1. Describe the intended use of the HUB or SITE:

HUB

- Program Handbooks, Guidelines, and Policies
- General Program information
- Placement or Lab information
- Records of Legislated Training (WHMIS, etc.)
- Meeting minutes
- Other (Please describe)

SITE (more often used for non-academic purposes)

- Formal Program Review
- Curriculum Mapping
- Program Review Documents
- Faculty Professional Development
- Faculty Training Initiatives/Cohorts
- Other (Please describe)



2. Your role within the College (Faculty member, Program coordinator, Administrator, Support Staff)
3. Name of School / Program
4. Type of users who will be enrolled (Faculty, Student, Employee, Lab instructors, Clinical advisors)

Various User Roles in Blackboard

When users are enrolled in Blackboard, they must be given a role. These are the options:

- **Enhanced Instructor:** all the permissions of Instructor and can add or remove users from the HUB/SITE
- **Instructor:** the standard faculty role; can create content, grade students and control all materials inside the HUB/SITE
- **Read Only:** all permissions of the Student except cannot complete assignments and is not shown in the Grade Center. Can post information through faculty member only.
- **Student:** the typical student role; can access materials as allowed by instructor; can participate in discussions, complete tests and assignments; shown in the Grade Center
- **SLC Grader (Read Only):** Has same Read Only permission as above with access to enter grades
- **SLC Instructor (No Grade Access):** Has all the permissions of the instructor but cannot access the student's grades.

Responsibility of the HUB/SITE Manager

The person making the request to IT will be **Enhanced Instructor** and will be responsible for the following:

1. Managing the content of the HUB or SITE
2. Enrolling users manually or making a request to IT to enroll large numbers of users as described in the document below.
3. Removing users when they leave the program, withdraw, graduate at the appropriate times.

Enrolling and Removing Users

Please see the document: Blackboard HUB and SITE: Enrolling and Removing Users

For Blackboard Assistance, please Contact your eLearning Specialists:



St. Lawrence College is committed to making our resources usable by all people, whatever their abilities or disabilities. This information will be made available in alternative format upon request.



This work is licensed under a Creative Commons Attribution 4.0 International License
<https://creativecommons.org/licenses/by/4.0/>.

- Carolle Boudreau (Brockville and Cornwall), 613-933-6080 X 2248 cboudreau@sl.on.ca
- Elizabeth Pero (Kingston), 613-544 5400 X 1963 or epero@sl.on.ca

School for Contemporary Teaching and Learning

Blackboard HUB and SITE (part 2)

The person responsible for the HUB or SITE is responsible for managing the content as well as enrolling and removing users when they leave the program, withdraw, graduate.

Steps to Enroll Users (Students or Faculty Members)

The person responsible for the HUB or SITE will be responsible for enrolling users manually or making a request to IT as follows:

Enrolling Single Users

- a) From the **Blackboard Course Management**: Go to **User and Groups > Users > Find Users to Enroll**
- b) Click on **Browse**
- c) Search using either the **username, last name, first name or email** and select **Go**
- d) Select the person in the list and click **Submit**
- e) Select the appropriate Blackboard **Role** (See document: Blackboard User Role) and click **Submit**

Batch Enrolling All Students in a Program

Our current integration can match a HUB with a program to put all students from a program(s) into a HUB and keep updating/adding new students each day. It does not remove students. It does not harm pre-existing enrollments. With the daily update, it is the most accurate method. Email its@sl.on.ca with the Bb HUB's Course ID and the code for the program(s) (I.e. B1024). This needs to be requested each semester. Remember that the Enhanced Instructor/Hub Owner is responsible for removals.



Batch Enrolling Lists of Students

Our current integration can match a HUB with a program to put all students from a program(s) into a HUB and keep updating/adding new students each day. It does **not** remove students. It does not harm pre-existing enrollments. With the daily update, it is the most accurate method. Email its@sl.on.ca with the Bb HUB's Course ID and the code for the program(s) (i.e. B1024). This needs to be requested each semester. Remember that the Enhanced Instructor/Hub Owner is responsible for removals.

Enrolling a User who is not an Employee or a Student in a SITE

You will need assistance from your school office to help you contact HR to obtain an employee number. Even though they are not an employee, they will be issued a number based on the fact that they are a Person of Interest (POI) at the college. Once they have a number assigned, email its@sl.on.ca with the employee number and the Blackboard Course ID.

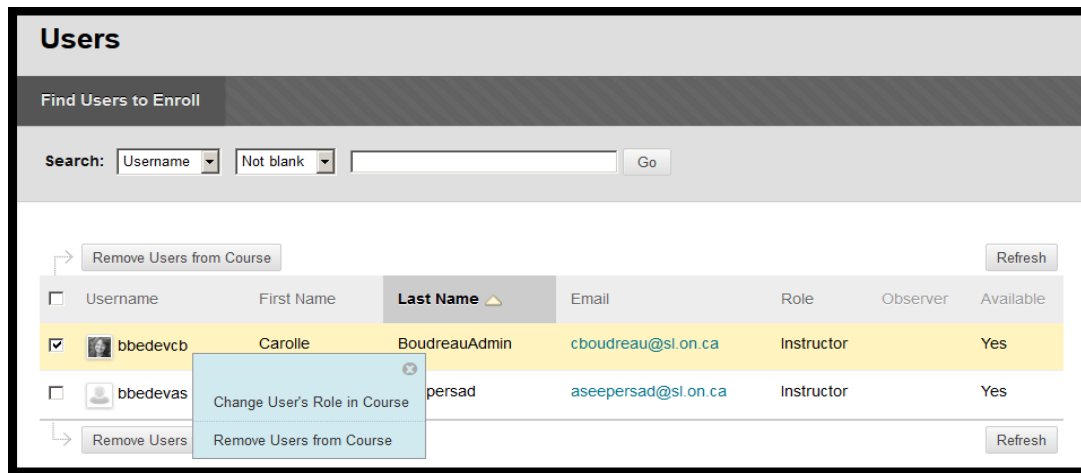
Steps to Remove Users

The person responsible for the HUB or SITE will be responsible for removing users when they leave the program, withdraw, graduate at the appropriate times. To remove users:

- Go to **User and Groups**
- Hover your mouse over the person's name and click on the downward chevron. Select **Remove Users form Course as in the image below.**



- To remove multiple users all at once, check the boxes to the left of their names and click on the “Remove Users from Course” button at the top left.



Requesting a HUB or a SITE

5

Please see the document: Blackboard HUB and SITE: Making a Request to IT

For Blackboard Assistance, please Contact your eLearning Specialists:

- Carolle Boudreau (Brockville and Cornwall), 613-933-6080 X 2248 cboudreau@sl.on.ca
- Elizabeth Pero (Kingston), 613-544 5400 X 1963 or epero@sl.on.ca

School for Contemporary Teaching and Learning

