

## BLACKBOARD - QUICK TRICKS:

BLACKBOARD IS NOT THE SAME AS WEB ADVISOR!

### *INFORMATION PAGES FOR ONLINE:*

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[WWW.SWCCD.EDU/~SWCONLINE](http://www.swccd.edu/~swconline)

- CLASS LISTING FOR ONLINE AND HYBRIDS
- ORIENTATION AND PROCEDURES

### *ONLINE SUPPORT:*

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[HTTP://WWW.SWCCD.EDU/~OLC](http://www.swccd.edu/~olc)

- REQUEST FORMS
- TIPS AND TUTORIALS

### *DIRECT WEBSITE IF SWC HOMEPAGE IS DOWN:*

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[HTTP://SWCCD.BLACKBOARD.COM](http://swccd.blackboard.com)

### *NEED HELP?*

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[BBHELP@SWCCD.EDU](mailto:bbhelp@swccd.edu)

EXTENSION 6666

619.216.6666 (FACULTY ONLY) OR 866-471-4246 (STUDENTS)

OR COME TO ROOM L103 (FIRST FLOOR OF THE LRC – 620 BUILDING)

### *BLACKBOARD TEAM:*

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LARRY LAMBERT: ONLINE INSTRUCTIONAL SUPPORT SPECIALIST/EXTENSION 5677

TODD WILLIAMSON: ONLINE INSTRUCTIONAL SUPPORT SPECIALIST/EXTENSION 6595

### *STUDENTS LOGIN INFORMATION:*

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USERNAME: FIRST INITIAL, LAST INITIAL, SEVEN DIGIT NUMBER: E.G. AB0123456

PASSWORD: FIRST INITIAL AND LAST NAME (CAPS ON THE FIRST INITIAL AND FIRST LETTER OF THEIR LAST NAME. HYPHENATED LAST NAMES USE THE SAME FORMAT WITH THEIR HYPHENATED NAME) E.G., JAMES WOODS: JWOODS

### *WAITLIST STUDENTS:*

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ARE ADDED TO THE SYSTEM ONE HOUR AFTER THEY CLEAR THE WAITLIST AND REGISTER THEIR ADD CODE.

## AUDITING STUDENTS:

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MUST BE MANUALLY ADDED BY THE ONLINE LEARNING HELP DESK: 6666 OR [BBHELP@SWCCD.EDU](mailto:BBHELP@SWCCD.EDU)

## GENERAL INFORMATION:

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- AUTOMATIC LOADING OF STUDENT ROSTERS BEGINS ONE-WEEK PRIOR TO TERM START AND CONTINUES THROUGHOUT THE TERM.
- ALL ACTIVE CLASSES ARE AUTOMATICALLY LOADED INTO BLACKBOARD
- ALL ACTIVE STUDENTS ARE AUTOMATICALLY LOADED INTO BLACKBOARD CLASSES, ONLINE, HYBRID AND WEB ENHANCED. NO NEED TO REQUEST THEM!
- ALL FACULTY ARE AUTOMATICALLY LOADED INTO BLACKBOARD CLASSES AS INSTRUCTORS:
  - YOUR USERNAME IS THE SAME AS STUDENTS: FIRST INITIAL, LAST INITIAL AND YOUR SEVEN DIGIT EMPLOYEE NUMBER. DON'T KNOW IT? CONTACT HUMAN RESOURCES, EXTENSION 6395
  - YOUR PASSWORD IS ALSO THE SAME AS STUDENTS: FIRST INITIAL AND LAST NAME WITH CAPITALS ON THE FIRST INITIAL AND THE FIRST LETTER OF YOUR LAST NAME: E.G. LLAMBERT