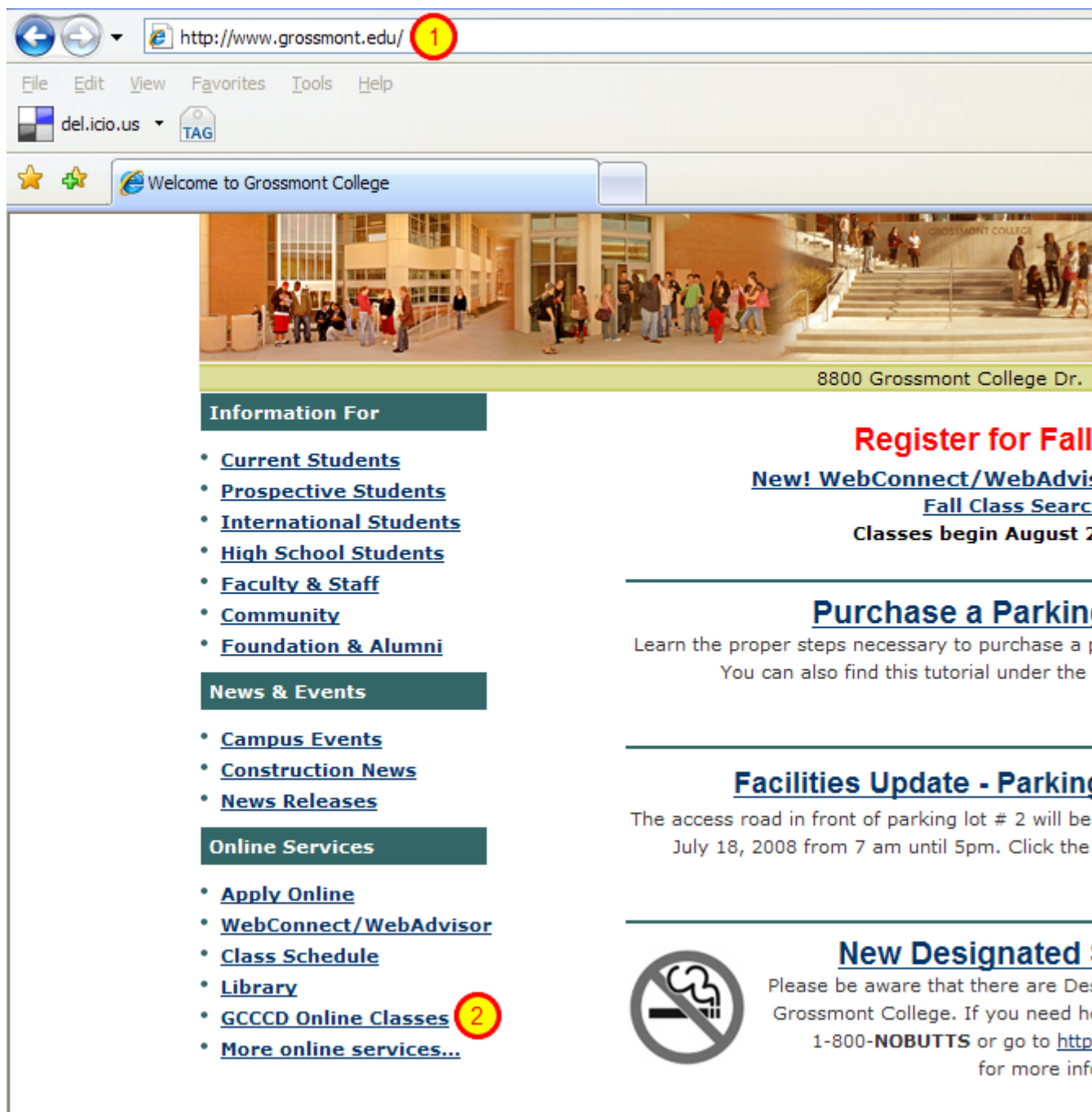


# Requesting a Blackboard Container

This document will go over the necessary steps to requesting a Blackboard container.

## GCCCD Online Classes



The screenshot shows the GCCCD website homepage. The browser address bar is highlighted with a red circle containing the number '1', indicating the URL <http://www.grossmont.edu/>. The page features a navigation menu on the left with several categories: 'Information For', 'News & Events', and 'Online Services'. The 'Online Services' category is expanded, showing a list of links. The link 'GCCCD Online Classes' is highlighted with a red circle containing the number '2'. Other links in the 'Online Services' category include 'Apply Online', 'WebConnect/WebAdvisor', 'Class Schedule', 'Library', and 'More online services...'. On the right side of the page, there are several promotional banners for 'Register for Fall', 'Purchase a Parking', and 'Facilities Update - Parking'. A 'No Smoking' sign is also visible in the bottom right corner.

1. Open your browser and go to <http://www.grossmont.edu>
2. Click on the GCCCD Online Classes Link. (Cuyamaca users can find this link under **Online Services** at <http://www.cuyamaca.edu>)

1. Bookmark <http://www.gcccd.net/online/> for future access.

2. Click on the "Support for Faculty" link.

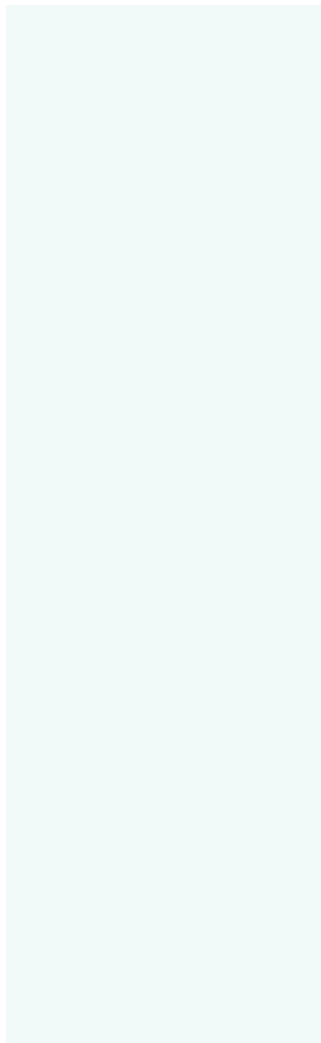
## Support For Faculty Login

The screenshot shows the GCCCD website interface. At the top, there is a navigation menu with links for Home, Academic Calendar, Directory, Support for Faculty, Grossmont College, and Cuyamaca College. The main content area is titled 'Online Class Information' and lists various resources like 'How Online Classes Work', 'How Blended (Hybrid) Classes Work', 'Requirements', 'Equipment & Software', 'Tutorials', 'Orientation', 'How to Apply', 'How to Register', 'Class Schedule', 'Frequently Asked Questions', 'Online Resources', and 'Tips for Online Success'. A modal dialog box is open in the center, titled 'Connect to www.gcccd.net'. It displays a warning: 'Warning: This server is requesting that your username and password be sent in an insecure manner (basic authentication without a secure connection)'. Below the warning, there is a 'User name:' field with a dropdown menu showing 'chris.rogers', a 'Password:' field with masked characters, and a checkbox for 'Remember my password'. A red arrow points to the password field. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.

You will need to login into the Support For Faculty section.

Username: firstname.lastname

Password: Your email password



GROSSMONT - CUYAMACA  
COMMUNITY COLLEGE DISTRICT

# GCCCD ONLINE

## Support for Faculty

- [Frequently Asked Questions](#)
- [Good Practice](#)
- [Online Resources](#)
- [Sample Course](#)
- [Web Accessibility](#)
- [WebCT/Blackboard Course Containers](#)



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technology to

Once you've logged in, click on the "WebCT/Blackboard Course Containers" link.

## Creating a Blackboard Container

COMMUNITY COLLEGE DISTRICT

GCCCD ONLINE

- [Academic Calendar](#)
- [Support for Faculty](#)
- [Schedule of Online Classes](#)
- [Grossmont College](#)
- [Blackboard/WebCT](#)
- [Cuyamaca College](#)

### Support for Faculty

- [Frequently Asked Questions](#)
- [Good Practice](#)
- [Online Resources](#)
- [Sample Course](#)
- [Web Accessibility](#)
- [WebCT/Blackboard Course Containers](#)

### Step 1

Click on the option below that best describes what you want to do.

1

- [CREATE](#) a new WebCT or Blackboard container for my classes
- [MODIFY](#) or [COPY](#) one of my containers
- [DELETE](#) an existing container
- [UPLOAD](#) my student accounts to an existing container
  - \* [Review Upload Schedule](#)
- [TRANSFER](#) a Blackboard container to the **New 2008 Site**

### [Links to information on HOW TO:](#)

2

- [Reuse a course container](#)
- [Archive / Backup a course container](#)
- [Add uploaded students to a WebCT container](#)
- [Add a single student to Blackboard](#)
- [Add a single student to WebCT](#)

1. Click on the "CREATE a new WebCT or Blackboard container for my classes" link.
2. It would be wise to read thru the HOW TO tutorials and learn about the rest of the features that are available to you within this section.

## Instructor Information

### Step 2

**NOTE:** By submitting this form, a **separate** container will be created for each course section that you enter below.

Please fill out the form below completely, then click the "Submit" button at the bottom of the page. The container will be created within 6 working days. At that time you will receive an email notification. This email will also contain your login name and password if this is your first instructional login account.

\*Required information

### Instructor Information

\*First name

\*Last name

\*Email address

Telephone

Fill out your Instructor Information. Take special note of the stars next to each field. Those stars mean that the relevant field is required information. You will not be able to submit the form if you leave a required field blank.

## Course Information

\*College

Select one...

1

\*Semester (e.g. Spring 2006)

2

Enter up to five course sections for which you would like a container created. ([Click here to search for course information](#))

Example:

Section	*Course	*Number	*Description
3570	BUS	120	Financial Accounting

3

Section	*Course	*Number	*Description
---------	---------	---------	--------------

1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Select the relevant campus where you work
2. Enter in the appropriate Semester i.e. Fall 2008
3. Enter the information about your course. Pay special attention to the Example that is provided for proper formatting.

## Courseware System Information

\*WebCT or Blackboard?

Select one...

1

\*User name (If you are new to this system, skip this step. You will be sent a user name by email.)

2

\*Would you like the contents of an existing container copied to the new container?  Yes  No

\*If "yes," please specify the container ID:

If you are unsure of the container ID please [click here](#) for instructions.

Will you be using any course cartridges or E-packs?  Yes  No

Please write any special instructions below, such as access for additional people:

3

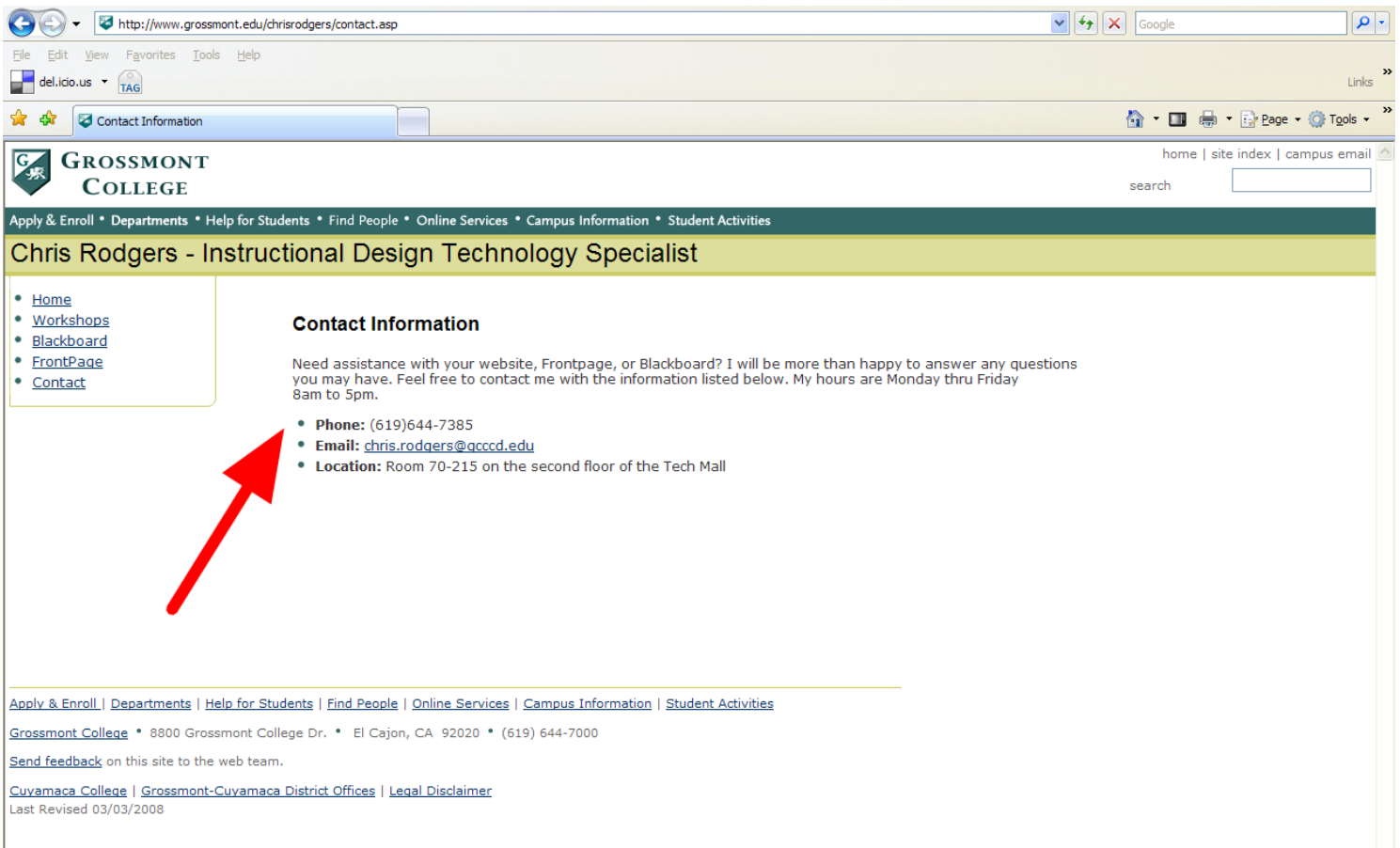
4

Submit

or [click here to GO BACK to Step 1](#)

1. Select Blackboard from the dropdown menu. **Note: It would be wise to select Blackboard for your online courses. Within less than a year we will no longer be using WebCT.**
2. Items within the red box are for advanced users. You can skip these steps if you are new to the Blackboard system.
3. Write any special instructions that you may have in the box provided.
4. Press submit to send the form. Within 2 business days you will receive a confirmation email notifying you that your account has been created. You will also receive the proper information necessary to access your account and begin building your course content.

## Questions, Comments, Requests



The screenshot shows a web browser window with the URL <http://www.grossmont.edu/chrisrodgers/contact.asp>. The page header includes the Grossmont College logo and navigation links: [home](#), [site index](#), and [campus email](#). A search bar is also present. The main content area is titled "Chris Rodgers - Instructional Design Technology Specialist" and contains a "Contact Information" section. A red arrow points to the contact details:

- **Phone:** (619)644-7385
- **Email:** [chris.rodgers@gcccd.edu](mailto:chris.rodgers@gcccd.edu)
- **Location:** Room 70-215 on the second floor of the Tech Mall

Below the contact information, there are several footer links: [Apply & Enroll](#), [Departments](#), [Help for Students](#), [Find People](#), [Online Services](#), [Campus Information](#), and [Student Activities](#). The address is listed as 8800 Grossmont College Dr., El Cajon, CA 92020, with phone number (619) 644-7000. There is also a link to [Send feedback](#) and a [Legal Disclaimer](#). The page was last revised on 03/03/2008.

Have any questions regarding Blackboard or would like to request a tutorial to be written. Feel free to contact me and I will be more than happy to assist you.

**Phone:** 619-644-7395

**Email:** [chris.rodgers@gcccd.edu](mailto:chris.rodgers@gcccd.edu)

**Website:** <http://www.grossmont.edu/chrisrodgers>