Greetings!

Here are a few reminders that will help you get started with the Blackboard Learn courses and ensure a smooth transition to the **Spring 2015** semester.

Instructor access

Instructor access to Blackboard Learn courses is controlled through Banner. Each section assignment is made by the academic department's Banner Coordinator. Please contact your department's Banner Coordinator to confirm that the section in question has the correct Instructor of Record assigned in Banner. If a section is assigned to "Staff" in Banner that section would not have an instructor in Blackboard Learn even though students may be enrolled in the course.

Note: If a section's Instructor of Record is reassigned in Banner after the Blackboard Learn course shell is created, the previous instructor will no longer have access to the section. If the previous instructor already added content to that section, he or she must contact OITConnect@utsa.edu to have the content moved. If course reassignment is a possibility, please export your course in the event the new instructor deletes content you added; contact OITConnect@utsa.edu for assistance with exporting your course.

Teaching Assistant access

Teaching Assistants assigned to a course in Banner will have Teaching Assistant privileges in Blackboard Learn. If for some reason you did not want your Teaching Assistant to have access to your course please communicate this with your department Banner coordinator.

Automatic course shell creation

All course sections in Banner have corresponding course shells created automatically in Blackboard Learn. Banner also processes student enrollments, including adds/drops, automatically.

Cross-listed courses

Cross-listed courses are those in which two or more classes meet together, in the same room, at the same time with the same instructor. Usually this occurs when two departments each offer a course with similar requirements and objectives, but want to keep the enrollments and catalog listings separate. *All courses that are cross-listed in Banner will automatically be combined in Blackboard Learn. The Course ID will have XLS in it.*

> ***Example of a cross-listed course***
> ***MOT** 6203.001 and **IS** 6813.001*

Blackboard Learn Calendar Spring 2015

Monday, November 17, 2014	Instructors can access their **Spring 2015** Blackboard Learn course shells at http://utsa.blackboard.com (use your myUTSA ID and Passphrase)
Monday, December 15, 2014	*Deadline to submit requests for Spring 2015 manual merged courses and early student access.*
Monday, January 12, 2015	**Spring 2015** classes begin Students will be able to access their Spring 2015 courses on Blackboard Learn
Saturday, January 3, 2015	Last day for students to access their **Fall 2014** courses
For **Early Student Access** and Incompletes send an email to OITConnect@utsa.edu	
Help If you have any questions or you need assistance with Blackboard Learn, please drop by the Online Learning Office at MS 1.03.08, send an email to OITConnect@utsa.edu, or call 458-5555.	