

Center for eLearning

Continuing Education Blackboard Policy

The Center for eLearning will manually create Blackboard course shells and user accounts for Continuing Education units.

1. Requests for course shells need to be submitted one month prior to the course start date via the CE course shell request form on the eLearning website. Requests will be processed within two business days.*

Submission form: <https://www.csuohio.edu/center-for-elearning/continuing-education-enrollment-request>

2. User accounts information should be submitted to:
<https://www.csuohio.edu/center-for-elearning/continuing-education-enrollment-request>

If you have more than 3 users, please email a spreadsheet to elarning@csuohio.edu two weeks prior to the course start date. The email subject line should read "Continuing Education Course Enrollment Request". Please include the following information in separate columns in an excel attachment to the email:

- a. CSU ID (if one exists- if not, we will create a guest account with the information below)
- b. first name
- c. last name
- d. email address
- e. course shell title
- f. Role in course (student, instructor)

Guest accounts are created in the format of f.lastname. If you would like customized passwords please include them in the excel spreadsheet, otherwise an auto-generated password will be provided. Passwords cannot be changed once created.

User accounts information for course enrollments of 60 or fewer will be processed within one week. Courses with larger enrollments may take longer. Please plan accordingly so that your students can be enrolled in the course one week before the start date. Once accounts are created the Center for eLearning will enroll participants in the course.

The Center for eLearning will process requests and respond via email once the requests have been completed. *Please note, requests received during peak times (two weeks prior to the start of the semester through the first week of classes) may take longer to process.

Continuing Education units will be responsible for informing users of account credentials and login information. The Center for eLearning will provide standard technical support to users via the 24/7 Blackboard helpdesk (216) 687-5050 option #2.