Bb Learn -- IMPORTANT notes on new course shells

Review your Entire Bb Learn Course Shell

Also, check all areas of your new Bb Learn course shell. Let us know if there is an issue.
If you are inheriting this course shell from someone else, don't assume everything is set-up correctly.
Review due dates, other dates, assignment, test, and discussion board settings, as well as the settings for anything that is graded.

Review the Grade Center Important Notes Webpage

Review the important notes on Grade Center webpage below. And then return to this webpage.

Edge Internet Browser Should Not Be Used

Microsoft Edge is the internet browser that is pre-installed with Windows 10 computers, but a bug was discovered with Edge around 10/27/16.
On webpages where you upload a file, if you have that file open in another program, the file you upload will be blank.
This is not an issue with Bb Learn.
Blackboard has reported the issue with Microsoft, but there is no estimate on when Microsoft will implement a fix.
Until this issue is fixed by Microsoft, the Microsoft Edge internet browser should not be used with Bb Learn, or with Drexel CCI coursework in general.
Use one of the following internet browsers instead: Firefox, Chrome, Internet Explorer (Windows), or Safari (Mac).

Textbook Ordering, Course Reserves, and Copyright

If you are teaching a course at Drexel CCI and need to order textbooks for the course, contact the following person:

Brenna Martin, Assistant Director of Faculty Support Services and PhD Program Manager – brenna@drexel.edu, 215.895.6272

Check your course over and look for any copyright issues. Click the link below for videos if you need to learn or remind yourself about copyright issues for instructors.

Review the following videos from Drexel ITG (the central Drexel Office for Bb Learn) on copyright.

I Can Use This Image, Right? How to Easily Find Great Images That Won't Get You in Trouble_5/18/2016
Fair Use Facts and Fallacies: Copyright Demystified_5/25/2016

Note too that the Drexel Library makes it easy to add electronic course reserves to Bb Learn course shells.
And Drexel Library has non-electronic course reserves as well.
e-course reserves (if present) are always copied from a previous Bb Learn course shell during a course copy.
To set up course reserves in Bb Learn for the first time, or for requesting new course reserve materials in Bb Learn, or see the webpage below.

Bb Learn Course Reserves -- Adding a Link in the Left Course Menu or Navigation Panel
**Student Enrollment Handled Automatically**

Blackboard enrollments (adds/drops) are handled automatically in Bb Learn course shells of for-credit courses.

Your course roster will be loaded with your student list shortly after registration begins and will be updated hourly thereafter.

**No information is lost in a Bb Learn course shell pertaining to a student when a student drops a class.** You will no longer see this information in Grade Center, but Drexel ITG can help us retrieve it, if necessary.

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**Academic Calendar and When Students Enter a Bb Learn Course Shell**

Bb Learn course shells in which students are officially enrolled become available by default to those students **one week before the official first day of the quarter at 12:01 am**.

If a university holiday falls on the day that is one week before the first day of the quarter, Bb Learn course shells will open at the start of the following day.

A link to the Drexel Academic Calendar is below. Choose the appropriate quarter calendar for the appropriate academic year. Academic years begin with fall and end with summer.

- [http://drexel.edu/provost/calendars/academic-calendars/](http://drexel.edu/provost/calendars/academic-calendars/)
- Here are some additional notes on the academic calendar:
  - When the academic calendar says "Classes Begins," classes begin at the start of the day listed (about 12:01 am).
  - When the academic calendar says "Classes End," classes end at the end of the day listed (about 11:59 pm).
  - When the academic calendar says "Term Examinations Begin," exams begin at the start of the day listed (about 12:01 am).
  - When the academic calendar says "Term Examinations End," exams end at the end of the day listed (about 11:59 pm).

You only need to make sure your syllabus is available to students. All other parts of your course can be hidden if you wish. Or you can show course materials for all or some weeks as you wish.

**Note:** It is okay if the weeks in your own course or section start on a day other than Monday and end on a different day than Sunday, unless you have been told otherwise by the course coordinator, program director, associate department head, or department head.

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**Final Grade Submission**

Instructors can submit final grades through Bb Learn or DrexelOne. The webpage below will tell you how.

- [Bb Learn Grade Center -- Final Grade Submission Instructions and Deadline](http://drexel.edu/provost/calendars/academic-calendars/)
- [When Drexel final exams should be scheduled each quarter is on the above webpage as well.](http://drexel.edu/provost/calendars/academic-calendars/)

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**Final Exams? READ THIS**

Final exams must be given at some point during each quarter's final exam week. More information at the webpage below.

- [http://drexel.edu/registrar/scheduling/exams/](http://drexel.edu/registrar/scheduling/exams/)
- [Note that final exams for classes are often not scheduled at the same time and/or in the same place as when classes are normally scheduled.](http://drexel.edu/registrar/scheduling/exams/)

**When is final exams week?** A link to the Drexel Academic Calendar is below.

- [http://drexel.edu/provost/calendars/academic-calendars/](http://drexel.edu/provost/calendars/academic-calendars/)
- [When the academic calendar says "Classes Begins," classes begin at the start of the day listed (about 12:01 am).](http://drexel.edu/provost/calendars/academic-calendars/)
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More Help?

Contact Mike Galloway, Drexel CCI Technology Services Manager, at mjg88@drexel.edu.

*Additional Assistance is ONLY for Drexel University - College of Computing & Informatics (CCI) instructors, faculty, professional staff, and students.*

Anyone else should contact technical support for their own college, department, university, organization, or business.

You can contact Drexel ITG Blackboard Support as well regarding technical issues related to Bb Learn, but Mike knows what they know about Bb Learn and is much more intimately aware of issues related to Drexel CCI courses.

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