

ACCESS TO BLACKBOARD FORM

Continuing Education and Conferences

Supplemental form to be submitted with CEU Packet



USC Departments Only

Blackboard

Blackboard is an online course learning management system (LMS) available for credit courses and non-credit courses that are certified with USC Continuing Education Units (CEUs). This web-based course-management system is designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

For more information about Blackboard, please visit: <http://www.uts.sc.edu/academic/blackboard>.

SPONSOR

1. Sponsoring Unit (University)		2. Educational Program Provider <i>(if different from Sponsor #1)</i>		
3. Contact Name				
4. Proposed Program Initial Application or Renewal Application <i>(Previous course #: _____)</i> <i>*If <u>renewal</u>, please make any changes to course information below. If none, complete program information.</i>				
5. Program Title:		6. Activity Code		
7. Payment:	Code	Dept. Number	Fund	Class

Process for gaining access to Blackboard:

1. Complete CEU Packet form and return it to Continuing Education and Conferences (CEC). Remember, only non-credit programs with certified University CEU's qualify to provide blackboard access to their participants, per the UTS contract with Blackboard.
2. Complete Blackboard Access Form and return to CEC.
3. CEC will send you a spreadsheet to complete regarding your participants' information.
4. Complete the spreadsheet and email it to CEC at pep@mailbox.sc.edu.
5. CEC will assign and send you user names and passwords for all of your participants.
6. You send your participants their user names and passwords.
7. CEC will send your participant information to University Technology Services (UTS), who will set up blackboard access.
8. Should you have questions about how to use Blackboard or technical issues related to access to Blackboard, please contact UTS Help Desk at 777-1800 Monday—Friday 8am—6 pm or email bbsupport@sc.edu. Helpful information regarding how to get started using Blackboard can be found at <http://www.uts.sc.edu/academic/blackboard>.

Submit Access to Blackboard Form with CEU packet to:

Fax: (803) 777-2663 E-mail: pep@mailbox.sc.edu
 Mail: USC—Continuing Education & Conferences
 1600 Hampton Street Suite 403
 Columbia, SC 29208

Office Use Only

Course Code: _____
Fees Paid \$ _____ **Rcpt** _____
Approvals PC _____
 CEC Director _____