Courses and Enrollments

Overview

All of the courses in Hofstra Online are created in Blackboard automatically. The data is transmitted from Banner to Blackboard once each night, so if you register for a course or are assigned to a course today in Hofstra Online, you will see it in Blackboard the following day.

All of the accounts for students and instructors that exist in Hofstra Online are automatically created in Blackboard. Student accounts are automatically enrolled in their courses and instructors are automatically assigned to their courses.

The courses are created and marked as “Unavailable.” Unavailable means that the instructor can see the course, but that the students do not yet have a link to the course. When the instructor is ready to open the Blackboard course she will change the setting to “Available,” and the students will then see the link in the “My Courses” section on the Main page.

Open Class sites for Students - Make Your Course Available

If your students can get into Blackboard, but do not see the link to your course, check to see if the course is marked (Not available to Students) in the My Courses list. All courses are created as Not available to Students, so only instructors can see them.

In each course that you want to open to the students, make the course Available. The steps are:

Control Panel > Customization > Properties > Make Course Available (under #3 Set Availability > Yes > Submit)

(The steps to make a course unavailable are the same with the exception that you choose No > Submit at the end.)

Video Tutorial: Make Your Course Available

You can also use the Padlock Icon.

In any Content Area in the course, you will see a Padlock icon between the Student Preview Icon and the Edit Mode toggle. When it is locked (as above) the course is not available to students.

Click the Padlock Icon, it will switch to show unlocked, and the course will be Available to students.

Course Enrollments and Cross-listed Courses

All of the students registered for a class in Hofstra Online are registered for the class in Blackboard. Cross-Listed Courses are taught in the same room, at the same time, by the same instructor(s). In Blackboard, Cross-listed courses are automatically combined, and all of the students and all of the instructors in a cross-listed course appear in the alphabetically first course.

It is important to note that the Blackboard course sites are built on the course ID (for example: WSC_001_92162_201209 (this is The Department _ The Course Number _ the CRN (Course Reference Number) _ The Semester (Year and Month in which the semester starts))). If something happens to change the course ID (for instance if the CRN changes) a new empty course site is create in Blackboard and all of the students and instructor(s) are enrolled in the new site. If this happens, contact FCS

- Email: [edTech@Hofstra.edu]
- Phone: 516-463-7777

and a System administrator can help move the content to the new site. If a course is cross-listed after the instructor has added content to a site which is not the alphabetically first course, the same thing will happen. The instructor(s) and students will be moved to a new empty site. Again, contact FCS and we can help move the content to the new site.
Manually Enrolling a student or adding an instructor

All of the student enrollments and instructor assignments to regularly scheduled courses are created automatically through Hofstra Online. Allow that system to work and for the official enrollments and assignments to be processed. Because of FERPA concerns, adding students to regularly scheduled courses in which they are not enrolled or adding instructors to courses to which they are not assigned is generally not permitted. The Enroll User function has been removed. To request a special exception to this policy, please e-mail paul.carson@hofstra.edu and evan.koegl@hofstra.edu.

Manually Combining Blackboard class sections.

Cross-listed courses that meet in the same room at the same time with the same instructor(s) are automatically combined into one section in Blackboard. Because of FERPA concerns, manually combining sections is no longer an approved practice.