

Preparing to Go Online

Introduction:

If teaching in face to face classrooms is cancelled for two to three weeks, it behooves faculty members to take a few simple steps now to make the transition to online instruction less stressful.

Getting Started:

- Inform your students that you will be contacting them via their Catamount email to test that capability.
- Log into Blackboard by going to www.wcu.edu, clicking on Quicklinks and selecting the Blackboard option
 - It is recommended that you use Chrome or Firefox browsers for best results
 - Your username and password are the same as you use for your WCU email account
- If you need assistance, contact the **IT Help Desk** at ithelp@wcu.edu or **828-227-7487**.

Preparing Your Blackboard Courses

In each of your courses, do the following:

- Make our course available to your students
 - Go to https://help.blackboard.com/Learn/Instructor/Courses/Course_Availability for instructions
- If it is not already there, add the Email tool link to the menu bar
 - Go to https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content/Create_Course_Materials/Link_to_Content_and_Tools for instructions
- Email your students
 - Go to <https://help.blackboard.com/Learn/Instructor/Interact/Email> for instructions
 - In your email instruct your students to use the Email link in the Blackboard course to acknowledge that they received the email.
- Include this link to provide instructions
<https://help.blackboard.com/Learn/Student/Interact/Email>
 - Follow-up with any students that don't respond to your email
 - Contact the IT Help Desk at ithelp@wcu.edu or **828-227-7487** for additional support