



Course Information Pages for Online Courses QuickStart Guide

For assistance with your Course Information Page, contact any one of us at SDCCD Online Learning Pathways:

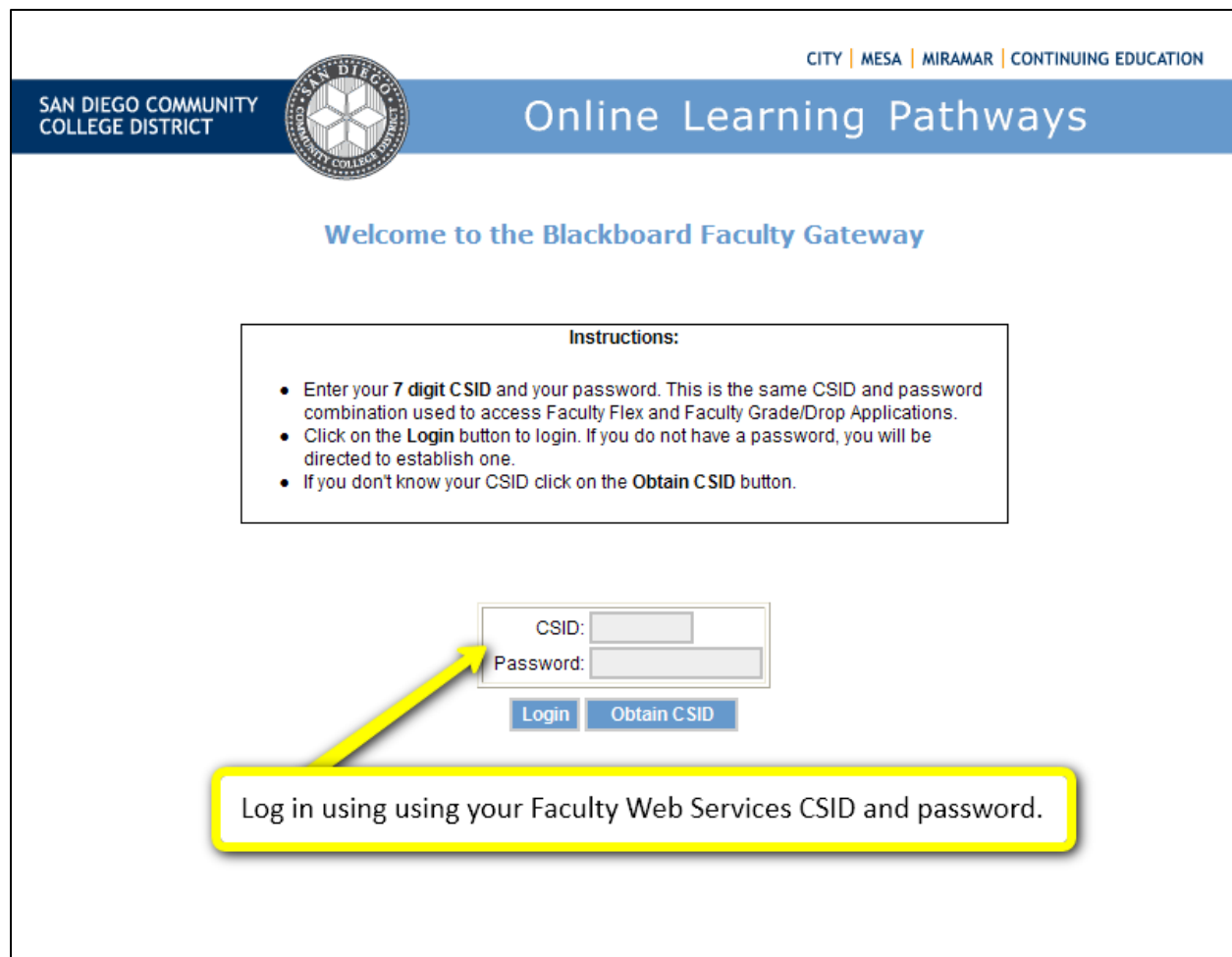
Andrea Henne x6750

Dave Giberson x7332

Paula Miranda x7331

Katie Palacios x7327

1. Go to <http://www.sdccdonline.net/faculty/gateway.cfm>



The screenshot shows the Blackboard Faculty Gateway login page. At the top, there is a header with the San Diego Community College District logo on the left and the text "CITY | MESA | MIRAMAR | CONTINUING EDUCATION" on the right. Below the header, the page title "Online Learning Pathways" is displayed. The main heading is "Welcome to the Blackboard Faculty Gateway". A box titled "Instructions:" contains three bullet points: "Enter your 7 digit CSID and your password. This is the same CSID and password combination used to access Faculty Flex and Faculty Grade/Drop Applications.", "Click on the Login button to login. If you do not have a password, you will be directed to establish one.", and "If you don't know your CSID click on the Obtain CSID button." Below the instructions is a login form with two input fields: "CSID:" and "Password:". Below the input fields are two buttons: "Login" and "Obtain CSID". A yellow arrow points from a yellow-bordered box below to the CSID input field. The yellow-bordered box contains the text "Log in using using your Faculty Web Services CSID and password."

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY | MESA | MIRAMAR | CONTINUING EDUCATION

Online Learning Pathways

Welcome to the Blackboard Faculty Gateway

Instructions:

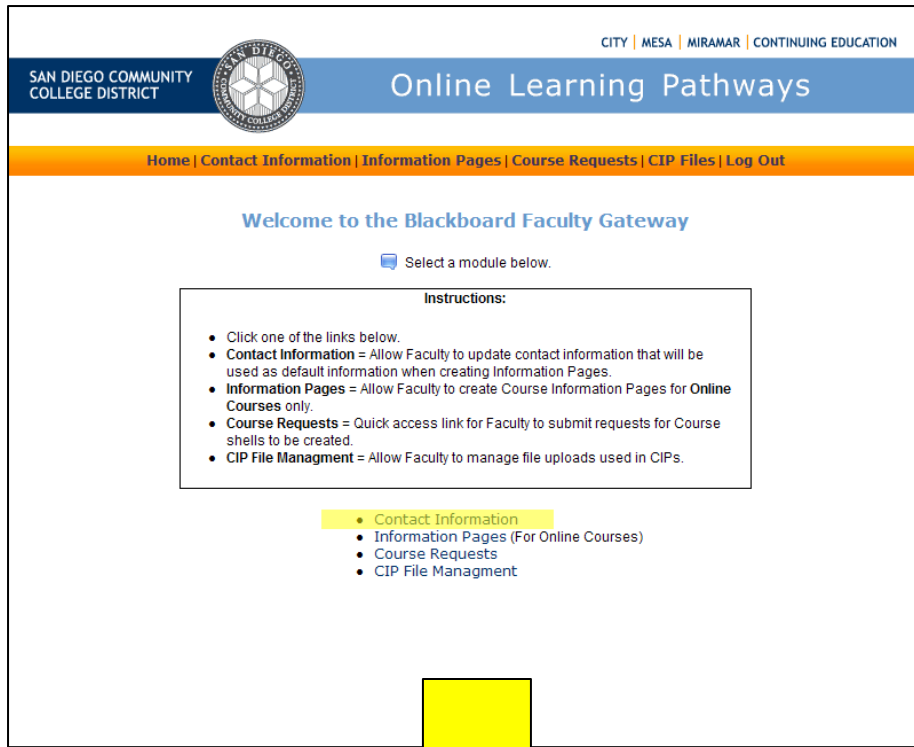
- Enter your **7 digit CSID** and your password. This is the same CSID and password combination used to access Faculty Flex and Faculty Grade/Drop Applications.
- Click on the **Login** button to login. If you do not have a password, you will be directed to establish one.
- If you don't know your CSID click on the **Obtain CSID** button.

CSID:

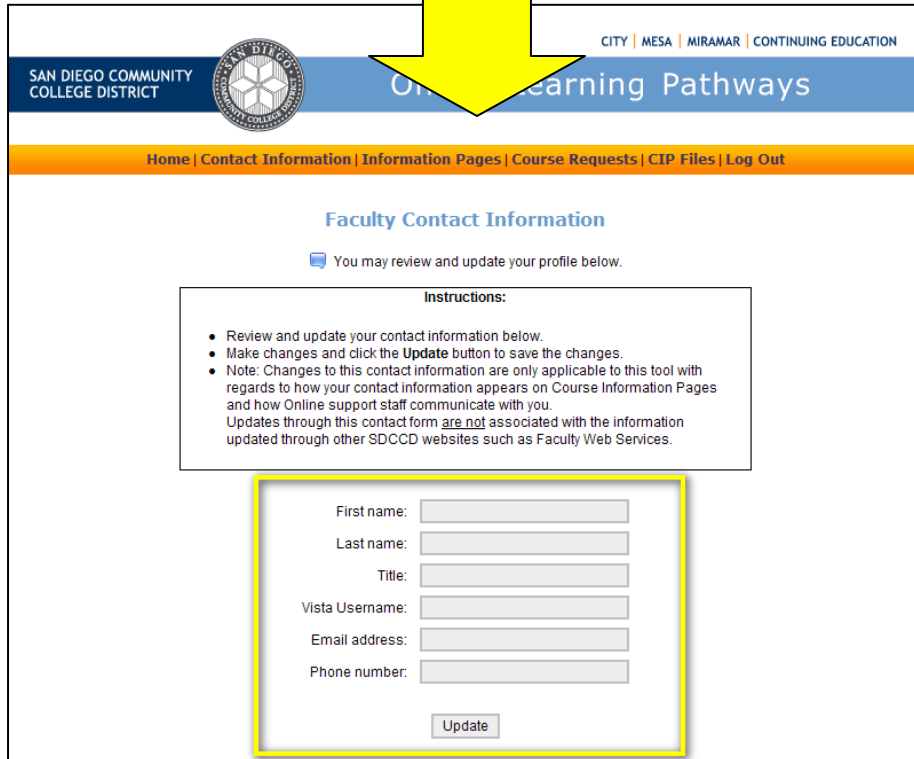
Password:

Log in using using your Faculty Web Services CSID and password.

2. Select **Contact Information** in the Blackboard Faculty Gateway home page to update the information that you want to appear on your Course Information Page. Remove your phone number if you prefer not to display it. Click Update when finished.



The screenshot shows the Blackboard Faculty Gateway home page. At the top, there is a header with the San Diego Community College District logo and the text "CITY | MESA | MIRAMAR | CONTINUING EDUCATION". Below the header is a navigation bar with the text "Online Learning Pathways". A secondary navigation bar contains links: "Home | Contact Information | Information Pages | Course Requests | CIP Files | Log Out". The main content area has a heading "Welcome to the Blackboard Faculty Gateway" and a message "Select a module below." Below this is a box titled "Instructions:" containing a list of links: "Contact Information", "Information Pages (For Online Courses)", "Course Requests", and "CIP File Management". The "Contact Information" link is highlighted in yellow. A large yellow arrow points from this link down to the next screenshot.



The second screenshot shows the "Faculty Contact Information" page. It has the same header and navigation as the first screenshot. The main heading is "Faculty Contact Information" with a message "You may review and update your profile below." Below this is a box titled "Instructions:" containing a list of instructions: "Review and update your contact information below.", "Make changes and click the Update button to save the changes.", and "Note: Changes to this contact information are only applicable to this tool with regards to how your contact information appears on Course Information Pages and how Online support staff communicate with you. Updates through this contact form are not associated with the information updated through other SDCCD websites such as Faculty Web Services." Below the instructions is a form with the following fields: "First name:", "Last name:", "Title:", "Vista Username:", "Email address:", and "Phone number:". Each field has a corresponding input box. At the bottom of the form is an "Update" button. The entire form area is highlighted with a yellow border.

3. To create a course information page, click on **Information Pages for Online Courses > Create Page**.

Online Learning Pathways

Home | Contact Information | Information Pages | Course Requests | CIP Files | Log Out

Welcome to the Blackboard Faculty Gateway

Select a module below.

Instructions:

- Click one of the links below.
- Contact information** = Allow Faculty to update contact information that will be used as default information when creating Information Pages.
- Information Pages** = Allow Faculty to create Course Information Pages for **Online Courses** only.
- Course Requests** = Quick access link for Faculty to submit requests for Course shells to be created.
- CIP File Management** = Allow Faculty to manage file uploads used in CIPs.

- Contact Information
- Information Pages (For Online Courses)**
- Course Requests
- CIP File Management

Online Course Information Pages

Course Information pages below.

Instructions:

Create a new page.

Pages of the same Course.

Pages associated with Course Information Pages

Pages already created and noted below.

Note: The Copy function lets you copy an old Course Information Page into a new Course Information Page for a new semester.

Create Page

Showing: 1 - 6 of 6 Page: | 1 |

Functions	TERM	Subject	#	Course Name / Page Link	Units	College	Status
Edit Copy Del	2009-Summer	CBTE	101	Keyboarding For Computers		Other	Approved
Edit Copy Del	2009-Summer	CBTE	102	Keyboarding		Other	Approved
Edit Copy Del	2009-Fall	CBTE	101	Keyboarding For Computers		Other	Approved
Edit Copy Del	2009-Fall	CBTE	102	Keyboarding		Other	Approved
Edit Copy Del	2010-Spring	CBTE	101	Keyboarding For Computers	1.0	Mesa	Approved
Edit Copy Del	2010-Spring	CBTE	102	Keyboarding	2.0	Mesa	Approved

3a. If you already have a Course Information page created and would like to use the same information for another CIP, choose **Copy**.

Instructions:

- Click the **Create Page** button to create a new page.
- Create one page for multiple sections of the same Course.
- Use the **Edit, Copy,** and **Del** functions associated with Course Information Pages already created and listed below.

Note: The **Copy** function lets you copy an old Course Information Page into a new Course Information Page for a new semester .

Create Page

Showing: 1 - 6 of 6 Page: | 1 |

Functions	TERM	Subject	#	Course Name / Page Link	Units	College	Status
Edit Copy Del	2009-Summer	CBTE	101	Keyboarding For Computers		Other	Approved
Edit Copy Del	2009-Summer	CBTE	102	Keyboarding		Other	Approved
Edit Copy Del	2009-Fall	CBTE	101	Keyboarding For Computers		Other	Approved
Edit Copy Del	2009-Fall	CBTE	102	Keyboarding		Other	Approved
Edit Copy Del	2010-Spring	CBTE	101	Keyboarding For Computers	1.0	Mesa	Approved
Edit Copy Del	2010-Spring	CBTE	102	Keyboarding	2.0	Mesa	Approved

4. Select the course for which you want to create a page.

SAN DIEGO COMMUNITY COLLEGE DISTRICT CITY | MESA | MIRAMAR | CONTINUING EDUCATION

Online Learning Pathways

[Home](#) | [Contact Information](#) | [Information Pages](#) | [Course Requests](#) | [CIP Files](#) | [Log Out](#)

Course Information Page Request

Please select a course that you are teaching.

Instructions:

- Select from the list of available Courses.
- Click the **Continue** button.

Note: Courses appear based on the current Class Schedule.

Select one:

- Summer 2010 - Intermediate Microsoft Word 122 - Mesa
- Summer 2010 - Intermediate Microsoft Word 122 - Mesa
- Spring 2010 - Keyboarding For Computers 101 - Mesa
- Spring 2010 - Keyboarding 102 - Mesa

*This drop-down menu will populate with any of your current or upcoming online courses

5. Choose **Standard Page** to create your Course Information Page using a template.

*If you prefer to link to a website that you have already set up for student information, such as <http://www.rpinfo.com/>, choose **Directly Link to External Website**.

The screenshot shows the 'Course Information Page' creation interface. At the top, there is a header for 'SAN DIEGO COMMUNITY COLLEGE DISTRICT' and 'Online Learning Pathways'. Below the header is a navigation bar with links: 'Home | Contact Information | Information Pages | Course Requests | CIP Files | Log Out'. The main content area is titled 'Course Information Page' and contains a sub-header 'Create your Course Information Page below.' followed by a box with 'Instructions:'. The instructions list: 'Select a page type. Standard Page = Online form that supports html source code and file uploads. Direct Link = A link to an external page or site that the Instructor maintains. Submit content in the field(s) provided below. Use the Preview, Save, Submit For Approval or Re-submit For Approval buttons at the top and bottom of this form. Note: You should save or re-submit any changes regularly to avoid a session time-out of 30 minutes which will result in the loss of any unsaved changes.' Below the instructions is a 'Page type:' dropdown menu with options: '--Select Type--', '--Select Type--', 'Standard Page', and 'Directly Link (to external website)'. The 'Standard Page' option is currently selected.

6. To build your page, fill in the form. The sections for *Hardware and Software Requirements* and *Application and Registration Information* are not editable. Use the *Additional Information* section if you want to add more details.

Be sure to Click **Save** every 15 minutes or so. If you do not insert a photo, the photo box will not appear on your Course Information Page. (For directions on how to insert an image, see Steps 9-13)

Course Information Page

🗨 Create your Course Information Page below.

Instructions:

- Select a page type.
Standard Page = Online form that supports html source code and file uploads.
Direct Link = A link to an external page or site that the Instructor maintains.
- Submit content in the field(s) provided below.
- Use the **Preview**, **Save**, **Submit For Approval** or **Re-submit For Approval** buttons at the top and bottom of this form.
- Note: You should save or re-submit any changes regularly to avoid a session time-out of 30 minutes which will result in the loss of any unsaved changes.

Page type: Standard Page ▼

Preview Save Submit For Approval

Instructor Contact Information

Course: **CBTE122 - Intermediate Microsoft Word**

Mode of Delivery: Fully Online Partially Online

(Note to Faculty: Fully Online = no oncampus meetings or exams)

Font Size **B** *I* U T

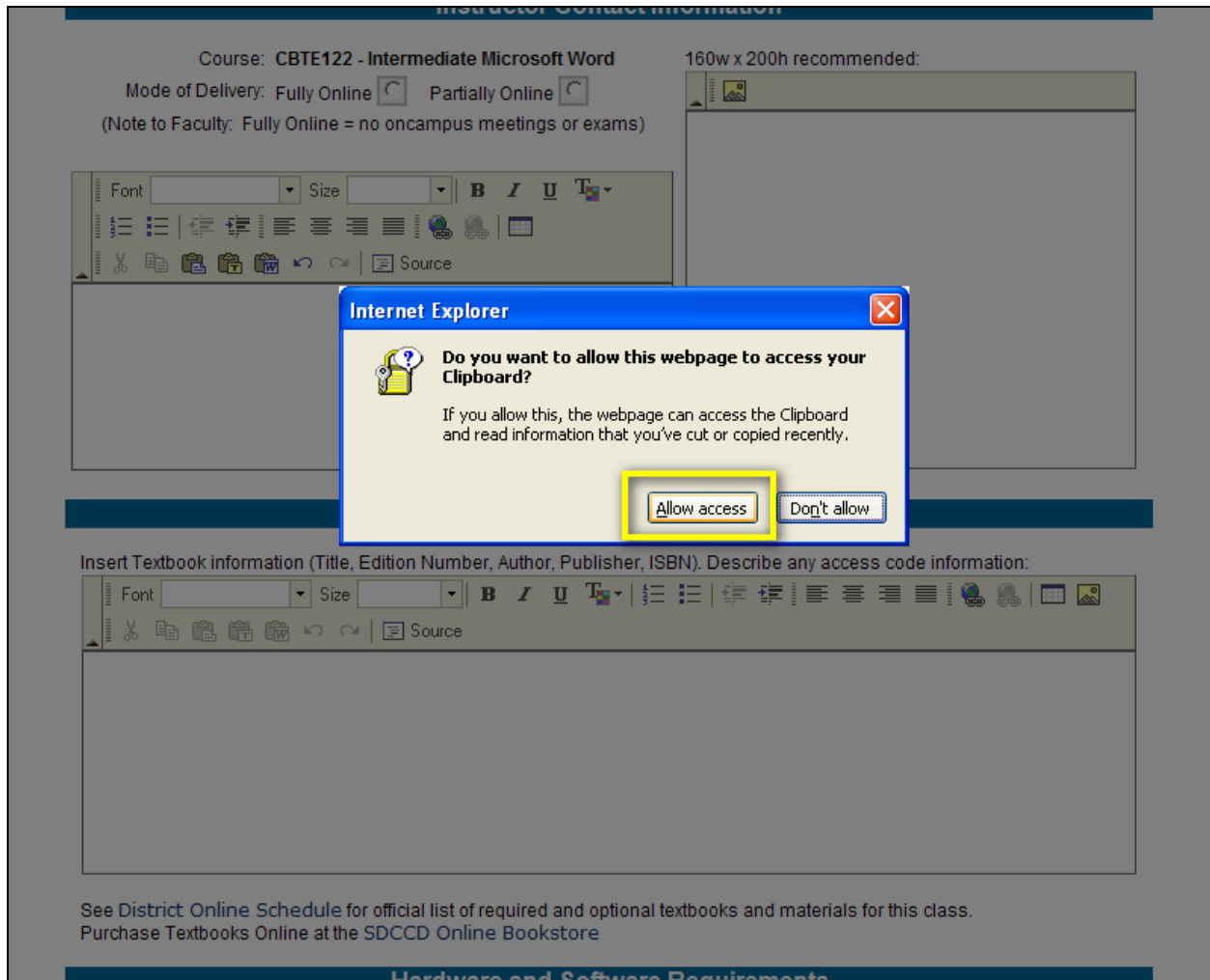
Instructor Contact Information

160w x 200h recommended:

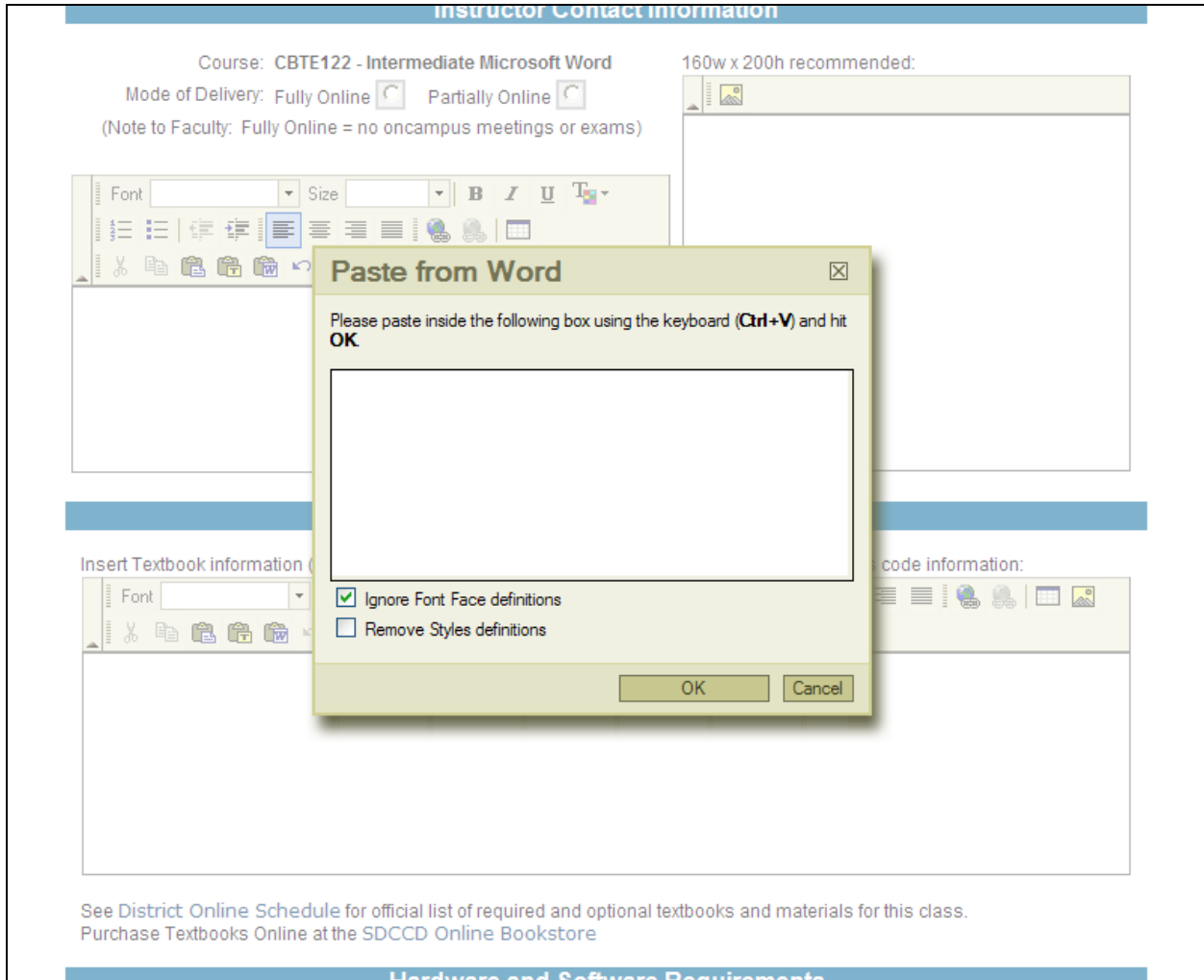
If you would like to display a picture of yourself, please place it here

8

7. If you want to copy/paste text from Word into a text box, you may get this message. Click **OK**.

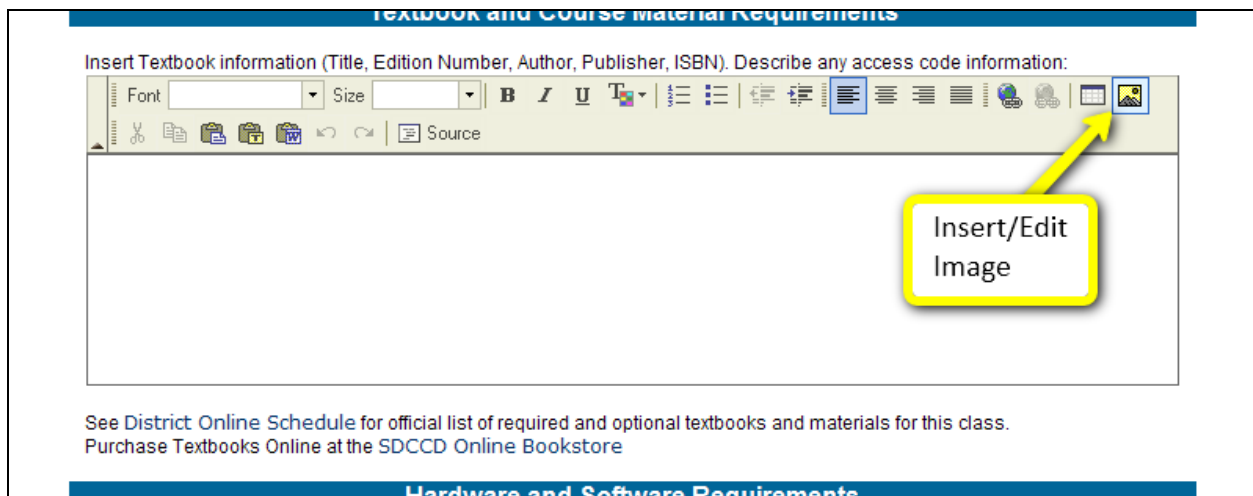


8. The **Paste from Word** box appears. Paste in the text. Keep the “Ignore Font Face definitions” box checked and the other box unchecked. Click **OK**.



9. To insert an image, click **Insert/Edit Image**.

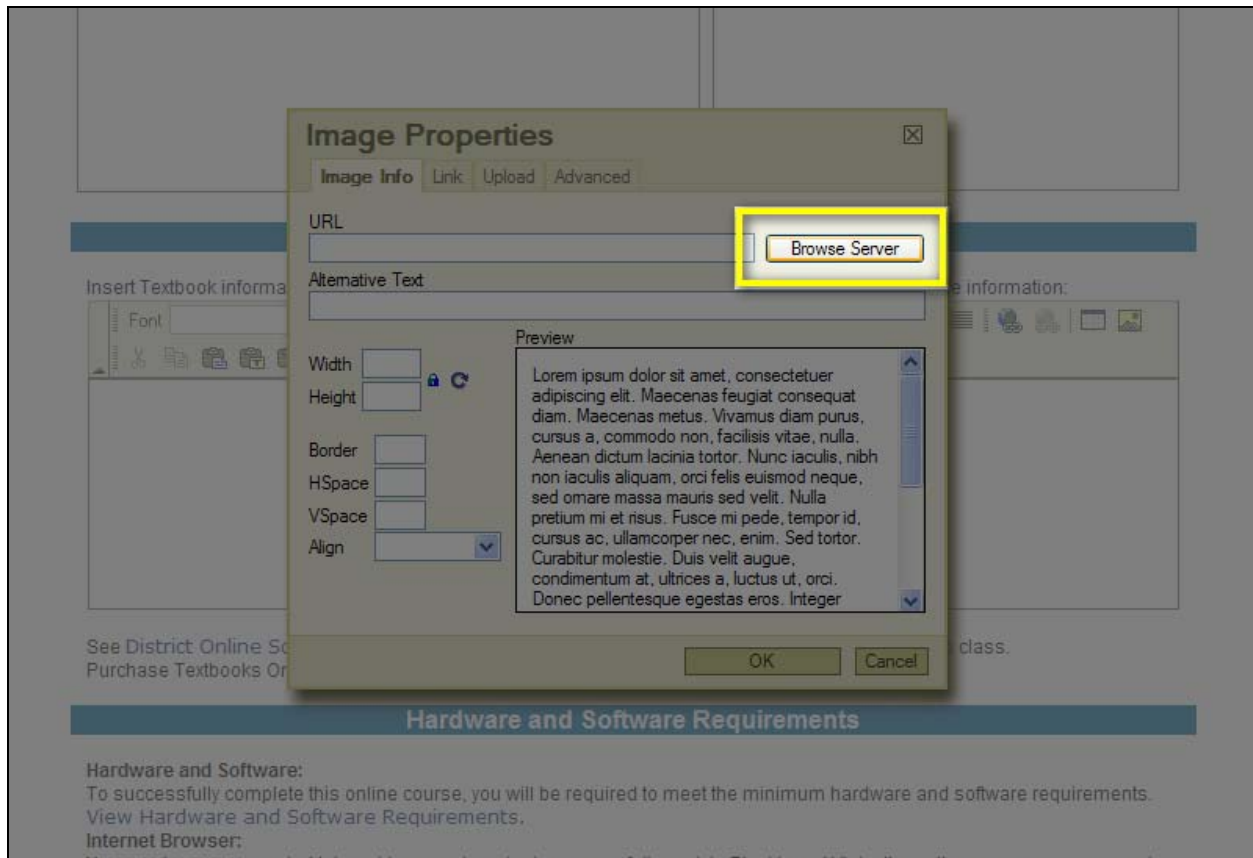
*The *Instructor Information* and the *Textbook Information* sections are the only ones that accept images.



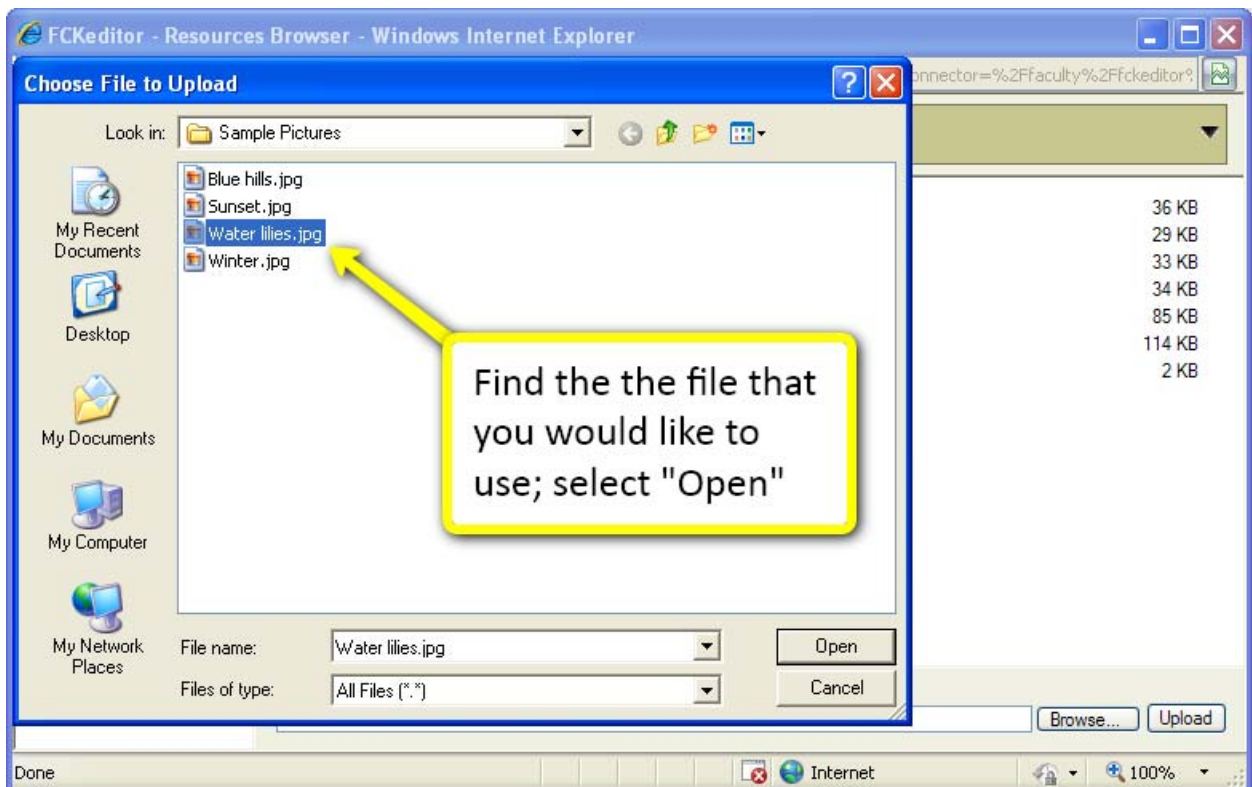
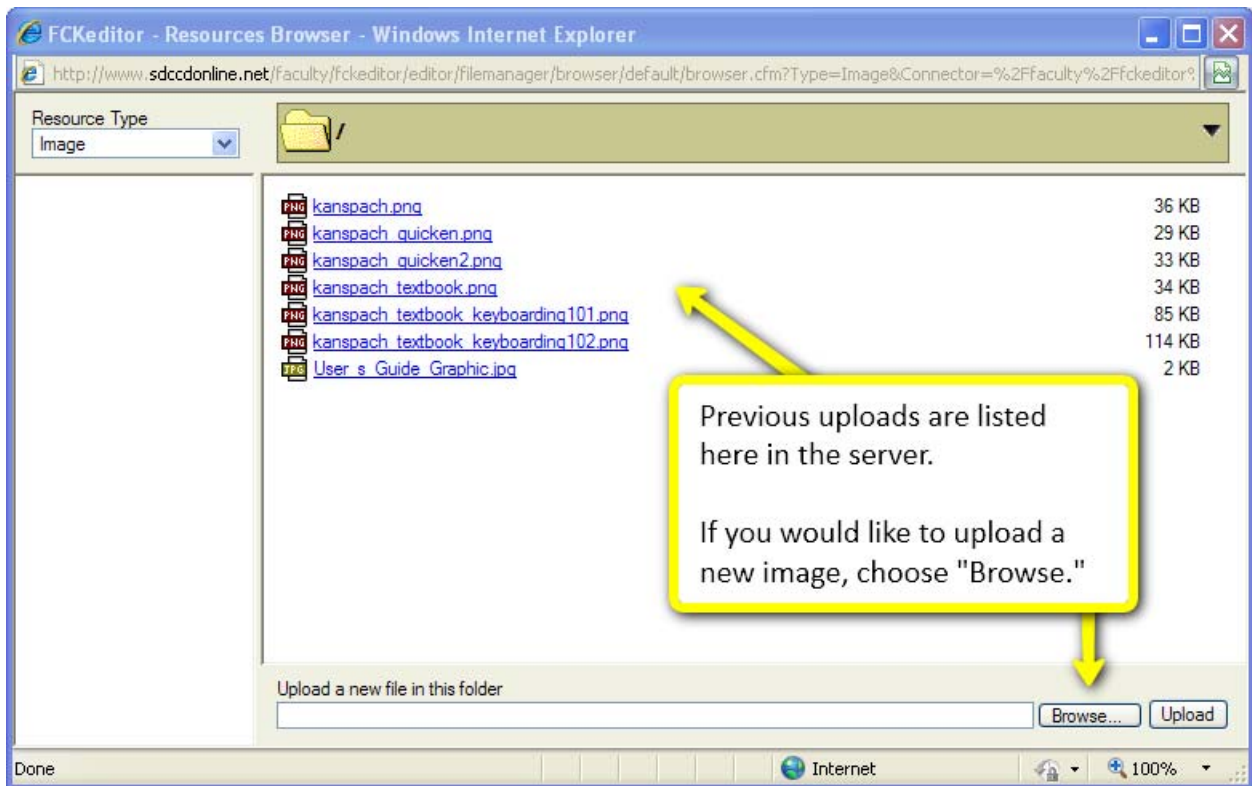
The screenshot displays a web interface for course management. At the top, a blue header reads "Textbook and Course Material Requirements". Below this, a text input field is labeled "Insert Textbook information (Title, Edition Number, Author, Publisher, ISBN). Describe any access code information:". A rich text editor toolbar is positioned above the input field, containing various icons for text formatting and insertion. A yellow callout box with a black border and the text "Insert/Edit Image" points to the image icon in the toolbar. Below the input field, there is a large empty text area. At the bottom of the interface, there is a blue footer with the text "Hardware and Software Requirements".

See [District Online Schedule](#) for official list of required and optional textbooks and materials for this class.
Purchase Textbooks Online at the [SDCCD Online Bookstore](#)

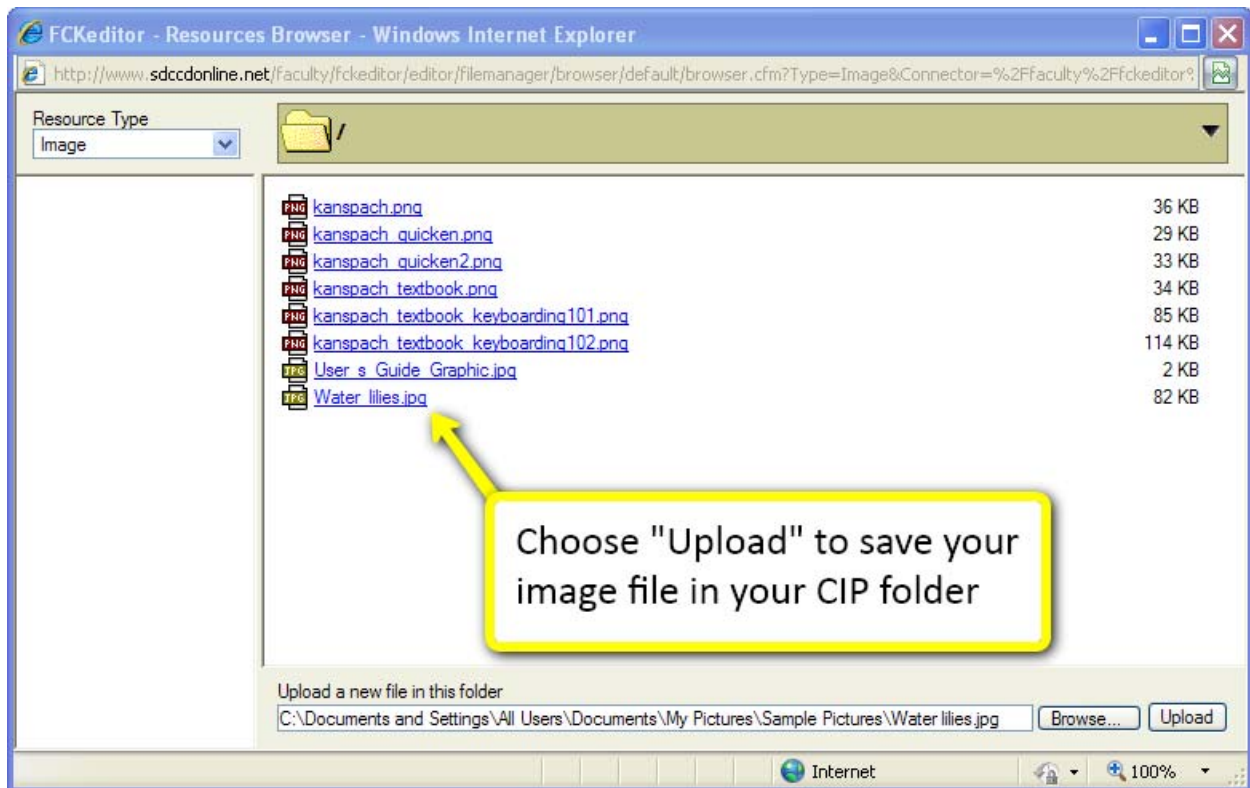
10. Click on **Browse Server** to view your image folder. You will have the option to choose from a repository of previously uploaded files, or one that you upload.



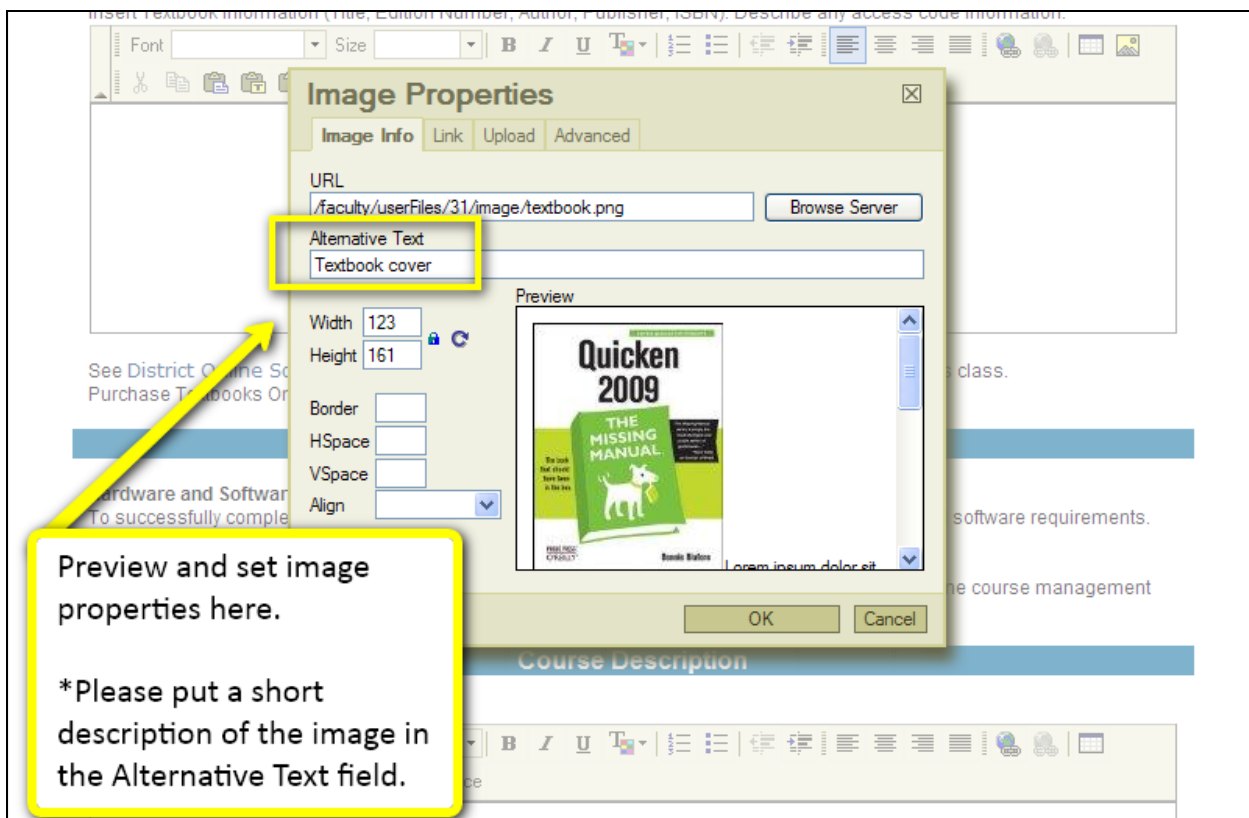
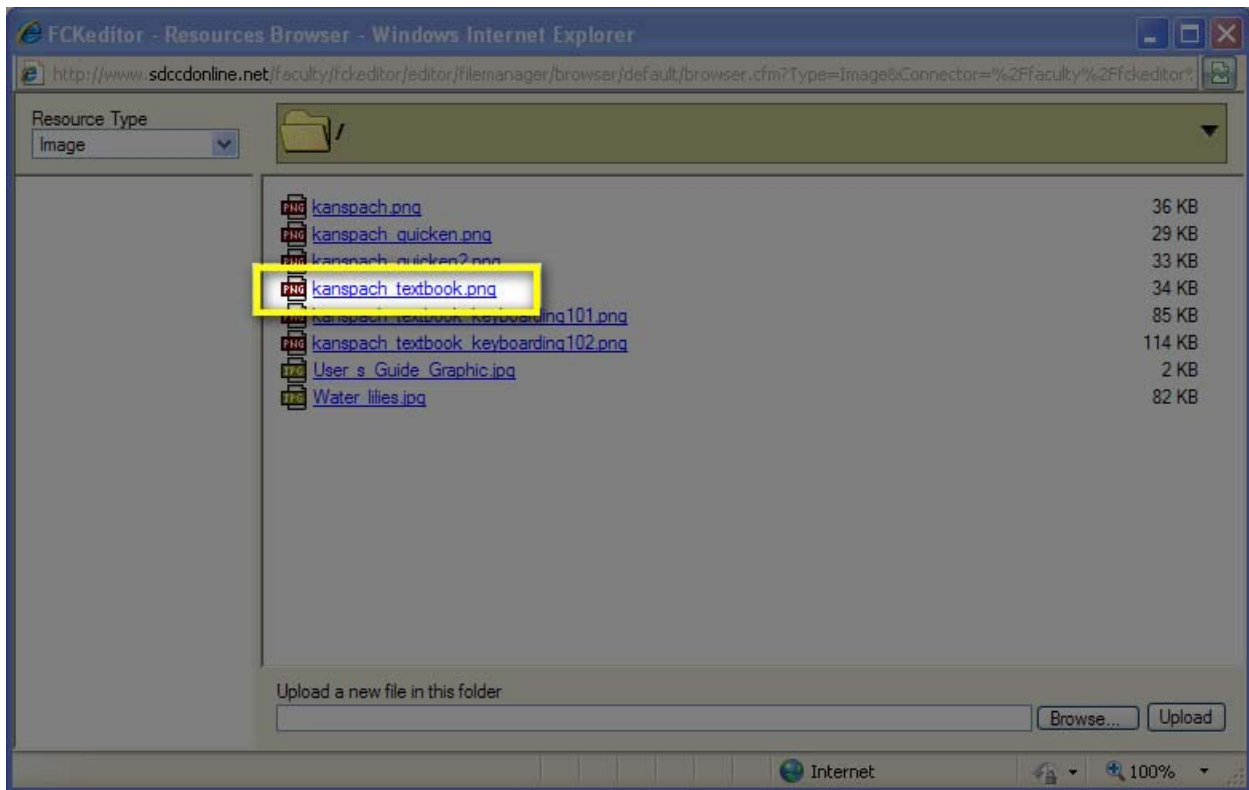
11. Click **Browse** to locate the image file on your computer. Then click **Upload**.



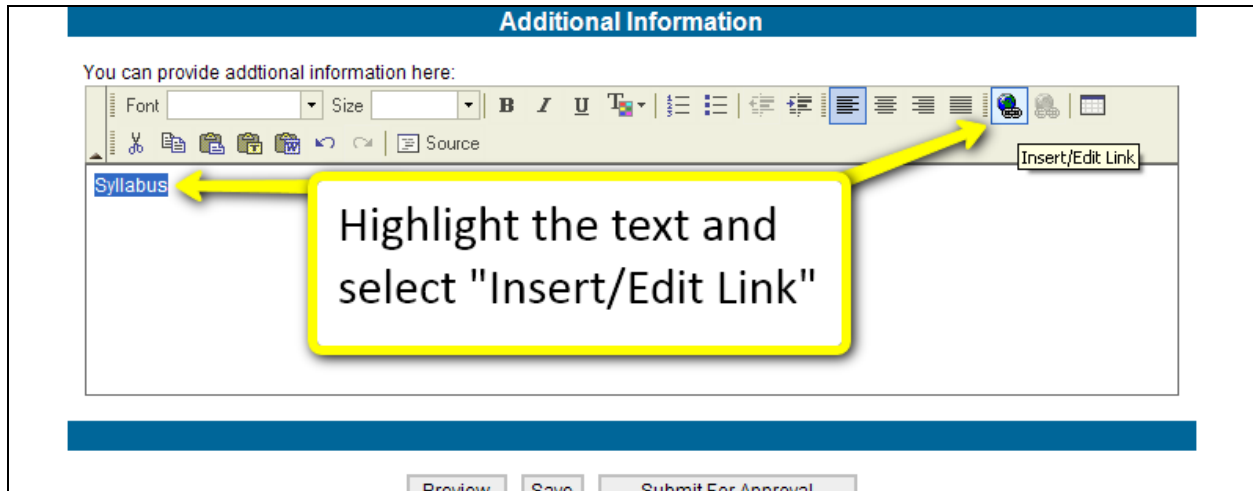
12. The file will be saved to your Course Information Page file folder.



13. Click on the file that you would like to use to select it, and click **Ok**.



14. To upload your syllabus, type in the word **Syllabus** in the *Additional Information* section, create a hyperlink, and follow the same steps as inserting an image (steps 10-13).



15. Remember to click **Save** frequently. **Click Save before you Preview.**

When you have finished, click **Submit for Approval**. The page status will show “Pending.” It can still be edited by you and re-submitted for approval while in the Pending or in the Approved stage. Our staff will review your page and then it will be added to the list of Course Information Pages at <http://www.sdccdonline.net/infoPages.cfm>.

The screenshot displays the 'Course Information Page' interface. At the top, the San Diego Community College District logo and navigation links (Home, Contact Information, Information Pages, Course Requests, CIP Files, Log Out) are visible. A yellow box highlights a green message icon with the text 'Your template has been saved.' Below this, an 'Instructions' box lists: 'Select a page type. Standard Page = Online form that supports html source code and file uploads. Direct Link = A link to an external page or site that the Instructor maintains.'; 'Submit content in the field(s) provided below.'; 'Use the Preview, Save, Submit For Approval or Re-submit For Approval buttons at the top and bottom of this form.'; and 'Note: You should save or re-submit any changes regularly to avoid a session time-out of 30 minutes which will result in the loss of any unsaved changes.' A 'Page type' dropdown menu is set to 'Standard Page'. Three buttons are present: 'Preview', 'Save', and 'Submit For Approval'. The 'Instructor Contact Information' section shows 'Course: CBTE122 - Intermediate Microsoft Word' and 'Mode of Delivery: Fully Online' (selected) and 'Partially Online'. A note states '(Note to Faculty: Fully Online = no oncampus meetings or exams)'. A rich text editor with a toolbar and a 'Source' button is also visible.