

Subject: Spring 2007 Blackboard courses to be made unavailable

To All Instructors for Spring 2007 Blackboard courses:

-All Blackboard courses created for the Spring 2007 semester will be made "Unavailable" on Tuesday, May 29, 2007. This means that they will not be visible to students, however, they will still appear on your "My BlackBoard" page marked accordingly.

-If you want a course from Spring 2007 semester to remain available to your students, please fill out the request form at this location:

https://cgi.cc.lehigh.edu/auth-cgi-bin/cgiwrap/bbuser/course_lock

-You can, at any time, control the "Availability" of a course through the course Control Panel:

CONTROL PANEL > SETTINGS > COURSE AVAILABILITY

-If you are the Instructor in a Blackboard course that you no longer use and do not expect to copy into a new course, please request that the course be permanently removed from the system:

<http://www.lehigh.edu/lts/teams/it/sblackboard/bbdelete.shtml>

Please contact your Instructional Technology Consultant if you have any questions about this process:

http://cf1.cc.lehigh.edu/LTSstaff/browse_album.cfm?id=15

Thank you,

The Blackboard support team

Instructional Technology web site:

<http://cf1.cc.lehigh.edu/itresource/>

Blackboard help:

<http://cf1.cc.lehigh.edu/itresource/index.cfm?cat=2&par=8&mid=8>