

Center for eLearning

Continuing Education Blackboard Account Request Policy

- 1) The Center for eLearning will manually create Blackboard course shells and user accounts for Continuing Education units. Requests for course shells need to be submitted one month prior to the course start date via the [course shell request form on the eLearning website](#).
- 2) User account information should be emailed to elarning@csuohio.edu two weeks prior to the course start date. The email subject line should read **Continuing Education Course Enrollment Request**. Please include the following in an Excel spreadsheet attached to the email:
 - a) First Name
 - b) Last Name
 - c) Email Address
 - d) Course ID
 - e) (Password, if applicable)
 - f) Department Account Number.

Guest accounts are created in the format of **f.lastname**. If you would like customized passwords, you are asked to include that in the Excel spreadsheet.

Once accounts are created, the Center for eLearning will enroll participants in the courses. Continuing Education departments will be charged the \$25 Blackboard fee per course enrollment.

The Center for eLearning will process requests and respond via email once the requests have been completed. Course shells will be created within two business days. User account information for course enrollments of 60 or fewer will be processed within one week. Courses with larger enrollments may take longer. Please plan accordingly so that your students can be enrolled in the course one week before the start date.

Continuing Education units will be responsible for informing users of account credentials and login information. The Center for eLearning will provide standard technical support to users via the 24/7 Blackboard helpdesk 216.687.5050 Option #2.