



BLACKBOARD TIP OF THE WEEK

Get early access to spring courses

Soon, the courses of spring 2018 are ready to be created and in connection with this, we find that most educators would like access to their courses early.

Therefore, the Blackboard tip this week is more of an offer than a tip:

If you have not automatically gained access to your spring courses within a week, we can manually enroll you.

Since many courses have several educators, we ask that only the course coordinator contact us.

How to:

1. Find out who the course coordinator of your course is – maybe it is you?
2. The course coordinator sends an email to blackboard@still.au.dk with:
 - **Name** and **AU ID** of the course coordinator
 - The **UVA code** (can be found in the [course catalogue](#)) plus the **name** of the course

The course coordinator is now the person responsible of adding all of the relevant educators.

If you need advice or help on how to use the Blackboard tools in your teaching or anything else, which is not only of a technical character, please feel free to contact us. We will also be visiting several departments in January to support you on site.

Questions of a more technical nature can be directed to the [Study Systems Support](#).

Happy Blackboarding and have a nice weekend.

Kind regards,
ST Learning Lab