



Instructional Technology, Development & Assessment

Course Creation Must Be Requested

We do not automatically create every course in Blackboard. Instead, each instructor selects which individual courses will be created in Blackboard using DataVU. [In DataVU, Faculty Menu>My Class Schedule]

Enrollment and User Updates

Enrollments and user information is updated every two hours between 8am – 6pm. Instructors also have the ability manually enroll additional users as needed (Valpo staff, employees, or students only).

Cross-listed Courses

If you have multiple courses that meet in a single course, the enrollment data is automatically combined in Blackboard and only one course is created. The primary course is designated by the Registrar's office.

Manually Combining Courses

If you are teaching multiple sections of the same course and would prefer to only have one Blackboard section, you can request that courses be manually combined. Each section becomes inaccessible and only the "parent" course is available.

Courses Created as Unavailable

Students are not able to immediately view course so that instructors can build the course without students seen them in-progress. Once the course is ready instructors can make the course available for students to view. [In the course, Control Panel>Customization>Properties]

Grade Center is Separate from DataVU

Final grades do not transfer from Blackboard to DataVU. Grades must be manually entered in DataVU in order for them to be submitted to the Registrar.

For additional assistance, or to schedule a personal training session,
please send an email request to Helpdesk@valpo.edu