# Engineering for Professionals Instructional Technology Support: Blackboard Course Setup Guidelines

## Important Reminder:
- **ALL** online courses will be made available to students by 9 AM on the first day of the semester if not already made available by faculty.

<table>
<thead>
<tr>
<th>First Day of Semester</th>
<th>Spring 2016</th>
<th>Summer 2016</th>
<th>Fall 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan 26, 2016</td>
<td>May 31, 2016</td>
<td>Aug 29, 2016</td>
</tr>
</tbody>
</table>

## Blackboard Course Shells Created (By JHU Blackboard Admin)
- **Sept 2015**
- **Jan 2016**
- **Feb 2016**

## Course Copies of Online Courses Begin
- **Dec 15, 2015**
- **April 15, 2016**
- **July 25, 2016**

## Important Reminders:
- If you would like your course copy to be done earlier, or you DO NOT want your course copied until a later date or at all, please e-mail ep-help-desk@jhu.edu detailing your request.
- EP Instructional Technology Support copies the MOST RECENT version of the course from a LIKE semester (i.e., summer to summer, fall and spring interchangeable). If you would like a different version of the course copied, please e-mail ep-help-desk@jhu.edu.
- If you teach a FACE-TO-FACE course and would like content copied from an earlier course site to a current course site, you MUST e-mail ep-help-desk@jhu.edu to notify us of this request.

<table>
<thead>
<tr>
<th>Section Merge Requests Should be Made By</th>
<th>Spring 2016</th>
<th>Summer 2016</th>
<th>Fall 2016</th>
</tr>
</thead>
</table>

## Important Reminder:
- EP Instructional Technology Support cannot perform section merges; the sooner we receive a request for a section merge, the sooner we can coordinate the merge with JHU Blackboard Administration. To request a section merge, please e-mail ep-help-desk@jhu.edu.

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### For More Information

#### Adobe Connect Resources
Can be found by clicking “Help & Support” on the left-hand menu in your course site, then clicking “Adobe Connect Information” (make sure Edit Mode is off)

#### Blackboard Help

#### EP Instructional Technology Support
ep-help-desk@jhu.edu