SSDL FREQUENTLY ASKED QUESTIONS

DID YOU KNOW?

- VCCS colleges select courses from other colleges for their students.

- The partner college lists the course and instructor in their schedule.

- Their students pay tuition and enroll at their college.

- Students from other colleges are merged in Blackboard to the main NOVA course.

- Instructors need to check the SIS each "Term" to see the other colleges who have students enrolled in their courses.

- Check the SIS class roll matches Blackboard's roll.

- Only work in your NOVA course

- Treat SSDL Students the same as all your ELI students with NVRK and Withdrawals.

- SSDL Students take their exams at their home college learning centers.

- Grades must be entered in the SIS for your enrollment at each college and put in APPROVED status.

Why do I have a duplicate Blackboard course site from another college?

If you have one or more students in this section that attends one of Nova's partner colleges, a duplicate site will be created by the partner college that is offering the course as part of the SSDL project. All students will be enrolled in the NOVA Blackboard site, so you will not need to do anything with the duplicate section. For step by step instructions on how to hide the empty Blackboard course so that it does not appear in your My Blackboard Courses module, click on http://novaonline.nvcc.edu/bb_tutorials/SSDL_Bb_FAQ.pdf

How do I change my Blackboard banner back to NOVA?

SSDL instructors often have difficulties with their banners changing to one of the partner schools. Directions for changing your banner back to NOVA can be found at http://novaonline.nvcc.edu/bb_tutorials/SSDL_Bb_FAQ.pdf

How do I see the class roster for my students from a partner college?

1. Log in to the SIS

2. Select Faculty Center

3. Select radio button for "Class Roster"

4. Then click on "change term"

5. All your partner institutions will appear

6. Select the radio button for the partner college students you wish to see and click "continue"

7. To start the process again for a new partner college roster click "change class" and "change term"

How do I enter grades for my SSDL students?

1. Log in to the SIS

2. Select Faculty Center

3. Click on "My Schedule". If the class defaults to within your NOVA class, then follow steps #4-9 If it defaults to the class listings, start with step #5.

4. Select Change class

5. Select Change term

6. Select the radio button next to the term and institution then continue

7. Click on the Grade Roster and enter the student's grade

8. Under "Grade Roster Action", click on "Approved", then click SAVE.

9. Note—you must enter all SSDL students at one time.

How do I report NVRK or Withdrawals for SSDL students?

The online NVRK form will not accept SSDL students, so you will need to send an email to: ELICourseSpecialists@nvcc.edu and include the name and student number for SSDL students who need to be NVRK'd. The ELI Course Specialist will take care of this for you.

This same process applies for **withdrawals.** Simply email the name(s) of the SSDL student(s) who should be withdrawn to this same address.