



# South Carolina

## ACCESS TO BLACKBOARD FORM

### Continuing Education and Conferences

Supplemental form to be submitted with CEU Packet

### USC Departments Only

#### Blackboard

Blackboard is an online course learning management system (LMS) available for credit courses and non-credit courses that are certified with USC Continuing Education Units (CEUs). This web-based course-management system is designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching. For more information about Blackboard, please visit: <http://www.uts.sc.edu/academic/blackboard>.

### SPONSOR

1. Sponsoring Unit (University) or Educational Program Provider		2. Contact Name		
3. Date(s) of Course				
4. Program Title:				
5. Payment:	Op. Unit	Dept.	Fund	Class

### Process for gaining access to Blackboard:

1. Complete the CEU packet and return it to Continuing Education and Conferences (CEC). Remember, only non-credit programs with certified University CEU's qualify to provide blackboard access to their participants, per the UTS contract with Blackboard.
2. Complete Blackboard Access Form and return to CEC.
3. CEC will send you a spreadsheet to complete regarding your participants' information.
4. Complete the spreadsheet and email it to CEC at [pep@mailbox.sc.edu](mailto:pep@mailbox.sc.edu).
5. CEC will send your participant information to University Technology Services (UTS), who will set up blackboard access.
6. Two emails will be sent from [no-reply@mailbox.sc.edu](mailto:no-reply@mailbox.sc.edu) directly to your participants. One will provide the participant with their User login account. The other email will provide instructions to set up a password. Many times these emails get stuck in spam folders so please inform your participants.
8. Should you have questions about how to use Blackboard or technical issues related to access to Blackboard, please contact UTS Help Desk at 777-1800 Monday—Friday 8am—6 pm or email [bbsupport@sc.edu](mailto:bbsupport@sc.edu). Helpful information regarding how to get started using Blackboard can be found at <http://www.uts.sc.edu/academic/blackboard>.

#### Submit Access to Blackboard Form with CEU packet to:

Fax: (803) 777-2663  
E-mail: [pep@mailbox.sc.edu](mailto:pep@mailbox.sc.edu)

Mail: USC Continuing Education & Conferences  
1705 College Street, Suite 591  
Columbia, SC 29208

#### **Office Use Only**

Course Code: \_\_\_\_\_

Fees Paid \$ \_\_\_\_\_ Rcpt \_\_\_\_\_

Approvals PC \_\_\_\_\_

CEC Director \_\_\_\_\_