



Continuing Education and Conferences

UNIVERSITY OF SOUTH CAROLINA

ACCESS TO BLACKBOARD

Supplemental form to be submitted with CEU packet. **USC departments only.**

→ Return this form with a completed CEU packet to: pep@mailbox.sc.edu
or Continuing Education and Conferences, Close-Hipp, Suite 591.

Blackboard is a flexible learning management system (LMS) that allows instructors to create a modern online learning experience for their students. It is available for credit courses and non-credit courses certified with USC Continuing Education Units (CEUs). For more information about Blackboard, please visit the [Division of Information Technology's \(DoIT\) website](#).

Sponsor Information

Sponsoring unit: _____

Contact name: _____

Date(s) of course: _____

Program title: _____

Payment details: _____

Op. unit

Dept.

Fund

Class

Gaining access to Blackboard

1. Complete the CEU packet and return it to Continuing Education and Conferences (CEC). Only non-credit programs with certified university CEU's qualify to provide Blackboard access to their participants, per the university's contract with Blackboard.
2. Complete the Access to Blackboard form and return to CEC.
3. CEC will send a spreadsheet to gather participants' information.
4. Complete the spreadsheet and email it to CEC at pep@mailbox.sc.edu.
5. CEC will send participant information to DoIT, who will set up Blackboard access.
6. Two emails will be sent from no-reply@mailbox.sc.edu directly to participants. One will provide the participant with their user login. The other will provide instructions to set up a password. Many times, these emails get stuck in spam folders. Please inform participants accordingly.
7. Should you have questions about how to use Blackboard or technical issues related to accessing Blackboard, please contact DoIT's Help Desk at 777-1800 Monday through Friday 8:30 a.m. to 5 p.m. Visit the [DoIT website](#) for more support options.

OFFICE USE ONLY

Course title/code: _____

Fees paid: \$ _____

Receipt: _____

Approval: _____

CEC Executive Director

Date