

2021 CAL Online Bulletin #5

Faculty Office Hours:

CAL Online Faculty Office hours are held via [Zoom](#). Faculty can make appointments for **30 minute private help sessions** or you can use the **drop-in hours** to get help, chat, share ideas, etc. Click link for [Zoom](#) site or use **Meeting ID 909 537 7104 Password: Spring2021**. Visit [Cal Online Teaching Resources](#) for other bulletins, videos & resources.

Drop-In Faculty Hours (2/15 & 2/16) : Monday 12-1, Tuesday: 11:30-12:30 PM

Private Help Sessions: Send an email to tnelson@csusb.edu

Double-checking your class rosters

Monday, 22 January is CENSUS DATE! What is Census? It's the last day that students can drop a class without receiving a grade of W (Withdrawal) on their transcript. A **Withdrawal**, rather than a Drop, has specific consequences. First, students must pay for those classes (it is part of their academic load for the term). A Withdrawal is subject to multiple authorizations (e.g. instructor, chair and dean's office). Also, students have a limit of 18 total semester units of withdrawals during their undergraduate program. So this is a good week to "clean house" and make sure that your rosters in Blackboard are up to date and that all students are engaged in the class.

First, check the official roster on **myCoyote**. Go to my.csusb.edu and click **Faculty Center**. From there, you will find a list of all of the students officially registered in your classes. You can click in the box left of the students' ID numbers to select specific names, then choose **Notify Selected Students** to send an email. Your email might remind students of the need to drop this week if they are no longer interested in pursuing this class and/or it might give them your contact info (email, phone, office hours & Zoom link). If your classes include freshmen and/or transfer students, it can also be helpful to give students the link to Blackboard- it's surprising how many students don't know how to access this fundamental tool.

You can also download a copy of your roster by clicking the spreadsheet icon (see below). If you've not yet **Confirmed (Student) Participation**, you'll be directed to do so. Click on the **Participation Confirmation** button, check YES/NO for each student (or All YES / All NO buttons), **Okay/ Apply**. You'll get a pop-up box confirming that this task is completed.

*Enrollment Status: Enrolled (dropdown arrow) ← Choose All, Enrolled or Dropped

Enrollment Capacity: 35 Enrolled: 29

Select display option: Link to Photos Include photos in list

Enrolled Students Personalize | Find | View All | [Print] | [Spreadsheet] First 1-29 of 29 Last

Notify	Photo	ID	Name	Pronouns	Units	Program and Plan	Academic Level	Add Dt	Grade Dt	Incomplete Contract
<input type="checkbox"/>	<input type="checkbox"/>					Undergraduate				

(Participation confirmation is used for Financial Aid. See [here](#) for more information.)

You can also send emails through Blackboard (BB) but your list of students on BB may not be up-to-date. (New students are usually added within 1 business day but students who have dropped are not always removed from the course.) To **update your Blackboard Roster**, go to the **Course Menu** (left navigation bar), **Course Management, Users and Groups, Users**. You can use your downloaded roster from the Faculty Center (or open the roster in a separate browser window) to verify the list of enrolled students. Or change the roster in Faculty Center from "Enrolled" to "Dropped." In Blackboard, put a check mark next to the names of students who have dropped then choose **Remove Users from Course**.

One last check– go to your **Full Grade Center** in BB and make sure that everyone has signed into Blackboard. If you can't see the **Last Access** column, go to **Manage / Column Organization**. Click the checkbox next to **Last Access** then **Show/Hide, Show**. You may want to send students who have not logged in for a while an email, too!