



**REQUEST TO USE WEBCT/BLACKBOARD COURSE MANAGEMENT SYSTEM  
AS A SUPPLEMENTAL TO MY FACE-TO-FACE COURSE(S)**

I am requesting the use of a WebCT/Blackboard course management system to SUPPLEMENT my face-to-face (f2f) course. I understand that Blackboard is NOT to be used as the primary means by which my courses are taught. I further understand that I must still meet with my students in the classroom the designated number of contact hours as stated in the official college syllabus. This form must be approved seven (7) days before classes begin.

**I want to use WebCT/Blackboard for the following course(s):**

**List entire course and section number and note if identical course and section has been developed by a previous instructor. If course and section has been developed by a previous instructor, express *WRITTEN PERMISSION* by that instructor to utilize that instructor's Blackboard content must accompany this form.**

Course Number & Section	Description	Developed by Previous Instructor: <u>Yes, No, or Don't Know</u>
<i>Example: CSCI-101-HC1</i>	<i>Example: Computer Keyboarding</i>	<i>Example: No</i>
1.		
2.		
3.		

**My plan for integrating WebCT/Blackboard into my face-to-face class(es) is/are as follows:**

(In other words, which Blackboard modules do you wish to use i.e. mail, chat, web links, assignments, assessments, calendar, discussions, etc.)

**I have attended the following WebCT/Blackboard training workshops (name of workshop and date).**

1.
2.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ROUTING INFORMATION – EMAIL TO: <a href="mailto:DECOORDINATOR@SSCC.EDU">DECOORDINATOR@SSCC.EDU</a> FOR SIGNATURES AND ROUTING		
_____	Distance Learning Committee via Distance Education Coordinator (Information Only)	Date
_____	Blackboard Administrator - Signature	Date
_____	Returned to Faculty Requestor	Date