



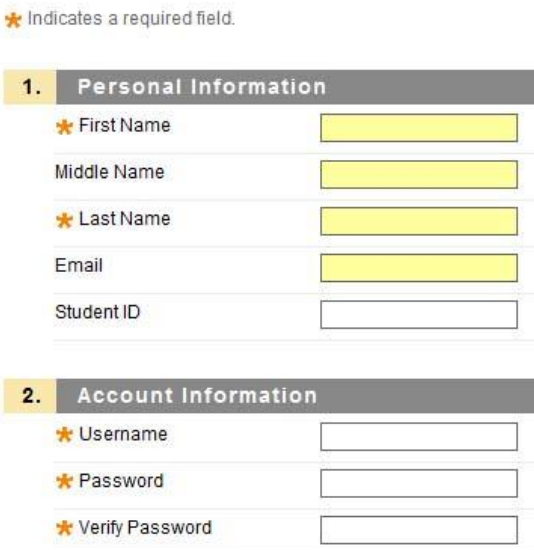


Creating an Account for a Teacher

This will show you how to create an account for a teacher on Blackboard. In order to create a user account you will need to have System Administrator rights. Here is the information you will need from the teacher to create their user account.

- First Name
- Last Name
- Novell Username
- E-mail address (firstname.lastname@sduhsd.net)

<p>Step 1</p> <p>Select the Tab titled "System Admin"</p>	
<p>Step 2</p> <p>Select the "User" link under the User Box</p>	
<p>Step 3</p> <p>Make sure the teacher does not have a current account to avoid a duplicate. Type in the teachers current Novell username and select "Go"</p> <p>If the teacher has a current account please notify the teacher they have an account</p>	
<p>Step 4</p> <p>To create the teacher account select the "Create User" button</p>	
<p>Step 5</p> <p>Enter in the following information for a teacher account:</p> <ul style="list-style-type: none"> • First Name • Last name • E-mail address • Novell Username • Password <p>For the password you can type in anything because the password will default to the Novell Password</p>	

Step 6

Scroll to the bottom of the page and find the “System Roles”, select from the drop down list “**Learning Environment Administrator**”

Then click **Submit**

System Roles

Select a System Role

Note: Any role other than None, Parent, o

None

- Card Office Administrator
- Class Administrator
- Community Administrator
- eCommerce Administrator
- eMarketplace Administrator
- Guest
- Learning Environment Administrator**
- None
- Parent
- Support
- System Administrator
- System Support
- User Administrator