

Request a Development Container

If you need to develop a course, but don't want to work in a section container that is tied to a specific semester and section number, you can request a development container. This tutorial will show you how to request a development container from the District Information Systems department.

Go to GCCCD Online Classes Web Page

www.cuyamaca.edu



The screenshot shows the Cuyamaca College website. At the top, there is a search bar and navigation links for 'home', 'site index', and 'campus e-mail'. The main navigation bar includes 'Apply & Enroll', 'Departments', 'Help for Students', 'Find People', 'Online Services', 'Campus Information', and 'Student Activities'. The 'Online Services' menu is open, showing a list of options: 'Apply for Admission', 'Assessment', 'WebAdvisor', 'Register for Classes', 'Add or Drop a class', 'Pay Fees', 'Check Grades', 'Class Schedule', 'College Catalog', 'GCCCD Online Classes', 'Blackboard', 'WebCT', 'Enrollment Fee Waiver', 'Financial Aid & Scholarships', 'Campus Email', 'Library Catalog', 'Ask a Librarian', 'Ask a Counselor', and 'Wireless Hotspots'. A red circle with the number '1' is placed over the 'Online Services' menu item, and a red circle with the number '2' is placed over the 'GCCCD Online Classes' link. A banner for 'REGISTER ONLINE' is visible in the background, with dates 'Nov. 11 - Jan. 23' and information about intersession and spring semester classes.

From the Cuyamaca College home page at www.cuyamaca.edu,

- (1) hover over the Online Services menu item,
- (2) then click on the link for GCCCD Online Classes.

Support for Faculty Link

The screenshot shows the top section of the GCCCD ONLINE website. On the left is the logo for Grossmont - Cuyamaca Community College District. In the center, the text reads "GCCCD ONLINE". To the right is a navigation menu with the following items: Home, Academic Calendar, Schedule of Online Classes, Blackboard/WebCT, Directory, Support for Faculty, Grossmont College, and Cuyamaca College. A red arrow points to the "Support for Faculty" link. Below the navigation menu, there is a "Welcome to GCCCD ONLINE," message and a section titled "Online Class Information" with links for "How Online Classes Work", "How Blended (Hybrid) Classes Work", and "where you can enroll and complete credit courses".

Click the Support for Faculty link.

Enter User Name and Password

The screenshot shows an "Authentication Required" dialog box. The title bar is blue with a close button (X) in the top right corner. The main area has a light beige background. At the top left is a question mark icon. To its right, the text reads: "A username and password are being requested by http://www.gcccd.edu. The site says: 'www.gcccd.edu'". Below this text are two input fields. The first is labeled "User Name:" and contains the text "firstname.lastname". The second is labeled "Password:" and contains a series of black dots. At the bottom of the dialog box are two buttons: "OK" and "Cancel".

Enter the same User Name and Password that you use for campus email. The User Name is usually your first name, followed a dot, then your last name.

Select WebCT/Blackboard Course Containers link



GROSSMONT - CUYAMACA
COMMUNITY COLLEGE DISTRICT

GCCCD ONLINE

- [Home](#)
- [Academic Calendar](#)
- [Schedule of Online Classes](#)
- [Blackboard/WebCT](#)
- [Directory](#)
- [Support for Faculty](#)
- [Grossmont College](#)
- [Cuyamaca College](#)

Support for Faculty

- [Frequently Asked Questions](#)
- [Good Practice](#)
- [Online Resources](#)
- [Sample Course](#)
- [Web Accessibility](#)
- [WebCT/Blackboard Course Containers](#)

This section was created as a resource for faculty to assist them in the development and maintenance of their online course(s). Here you will find answers to frequently asked questions (FAQ), from "How do Online Courses work?" to "Is Online Learning as effective as face-to-face learning?" We have resources to guide you along the way as you face the challenge of integrating information technology tools into teaching.

CREATE a new container

Support for Faculty

- [Frequently Asked Questions](#)
- [Good Practice](#)
- [Online Resources](#)
- [Sample Course](#)
- [Web Accessibility](#)
- [WebCT/Blackboard Course Containers](#)

Step 1

Click on the option below that best describes what you want to do.

SPRING 2009 BLACKBOARD REQUESTS

- [ADD](#) an instructor to a Blackboard container

REQUESTS ONLY for Development, Workshop, and Demo containers:

- [CREATE](#) a new container
- [DELETE](#) a container

Click the CREATE a new container link.

Fill out Instructor Information

Step 2

NOTE: By submitting this form, a **separate** container will be created for each course that you enter below.

Please fill out the form below completely, then click the "Submit" button at the bottom of the page. The container will be created within 6 working days. At that time you will receive an email notification.

*Required information

Instructor Information

*Your Blackboard UserName
(This is the same as your WebAdvisor name)

 ①

*Email address

 ②

Telephone

 ③

Fill in the form with your information.

- (1) Enter your Blackboard Username. If you don't know it, go into [WebAdvisor](#) and follow the steps to find out your User ID.
- (2) Enter the email address that you want communications about this request to be sent to.
- (3) Enter the telephone number that you want communications about this request to be made to.

Enter Course Information

Course Information

*College

Cuyamaca

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Enter up to five courses for which you would like a container created.
([Click here to search for course information](#))

Example:

*Container Type	*Course	*Number	*Description
Development	BUS	120	Financial Accounting
*Container Type	*Course	*Number	*Description
1. <input type="text" value="Development"/>	<input type="text" value="ENGL"/>	<input type="text" value="110"/>	<input type="text" value="College Composition"/>
2. <input type="text" value="*Select container type..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- (1) Select your college
- (2) Use the drop-down arrow to select Development for the Container Type
- (3) Type the course abbreviation in the Course field
- (4) Type the course number in the Number field
- (5) Type the course description in the Description field

You can have up to 5 containers created with this one form by filling in lines two through five.

Submit

Additional Information

Please write any special instructions below, such as access for additional people, etc:

Submit

or [click here to GO BACK to Step 1](#)

You don't need to do anything in the Additional Information area except click on the Submit button.

Wait for email



You will be sent an email that tells you that your container has been created.