

VVC Blackboard Class Availability Policy

A Blackboard course shell is created by the Blackboard Support Team each term for every class section offered by Victor Valley College.

- Each Blackboard class shell is accessible to the instructor of record from his or her Blackboard “My VVC Homepage” no later than the first day of registration for the term during which the class is offered.
- The Blackboard Support Team ensures that each Blackboard course shell is initially set as *Unavailable* to the students. Students who have registered for a class will be able to verify their class schedule using WebAdvisor. However, the Blackboard shell for this class will not be visible or accessible on the student’s My VVC Homepage as long as it is set as *Unavailable*.
- The instructor of record for a class section is solely responsible for changing the setting of a Blackboard shell to make it *Available* to enrolled students. Instructions for making a Blackboard shell available to students are posted for instructors on the [Faculty Resources](#) Webpage under “Blackboard Online Courses.” Instructors are advised to prepare their online class sections and make them available to students well in advance of the beginning of term. In all cases, however, online classes must be available to students no later than the first day of the term
- The Blackboard Support Team will **NOT** make classes *Available* to students. Inquiries received from students about Blackboard class *Availability* will be referred to the individual course instructor’s official VVC email address. Each instructor is responsible for ensuring that his or her Blackboard personal information includes the correct email VVC address. The current convention is as follows: [firstname.lastname@vvc.edu](#) ([john.doe@vvc.edu](#)).