Establishing a Minimum Presence
San Jacinto College has a standard expectation that all faculty establish a minimum presence in the LMS used by the district – currently Blackboard 9.1. This requirement was established as a continuity planning measure to ensure that instruction could continue in the event of a natural disaster, such as a hurricane.

All faculty are expected to include the following information in each of their Blackboard course sites:
- Syllabus
- Faculty Contact information
- Announcements page

NOTE: Faculty teaching a hybrid or distance learning course have additional expectations and requirements, beyond the minimum presence, for their course sites. Faculty must complete the certification course “ACAdemic Learning” before they are eligible to teach an online or hybrid course.

“Getting Started with Blackboard” Training
A course shell is created and populated with enrollments for each course assigned to an instructor. The course shells are pre-designed with links to content areas for a syllabus, contact information, and an announcements page—so all an instructor needs to do is populate each area with the appropriate information for each course shell.

Both instructor-led and web-based training is available on Blackboard topics from EdTech. The web-based module, “Getting Started with Blackboard”, focuses on helping you meet the minimum presence requirements. You must register for all training using the College’s professional development system (Avatar).

Technology Orientation for SJC Employees
Details on browsing and registering for training, plus many other ITS (TechSupport) and Educational Technology (EdTech) topics are available in a Technology Resources Orientation document accessible via the links and locations provided below.

While you can print this document for a convenient reference, there are links included to process documents and videos which you can access online (even if you don’t yet have your email or G number established yet).


Direct URL to the Technology Resources Orientation Document: [http://stufiles.sanjac.edu/Pdev/GeneralTech/TechnologyOrientation/TechnologyOrientationforEmployees.pdf](http://stufiles.sanjac.edu/Pdev/GeneralTech/TechnologyOrientation/TechnologyOrientationforEmployees.pdf)

For questions or assistance regarding Blackboard (or any technology) training, contact EdTech Training at 281-458-4050 x7286 or edtechtraining@sjcd.edu. For questions or assistance with certification to teach online classes and designing your course, contact EdTech Instructional Design Services at 281-458-4050 x7661.