

# Enrollment Verification Assignment

*(New version as of summer 2011)*

## Importance of Enrollment Verification:

- Online courses (Internet and Hybrid) use an Enrollment Verification activity to determine when students have first participated in the course.
- This Assignment must be completed before the *Census Date* in order for us to use this as "proof" that students have participated in the course.
- To determine your census date, refer to [Important Dates on the DL Faculty Procedures and Guidelines](#) page  
([http://cfcc.edu/dl/Faculty\\_Resources/Procedures\\_Guidelines/index.html#dates](http://cfcc.edu/dl/Faculty_Resources/Procedures_Guidelines/index.html#dates)).
- Please put this Enrollment Verification Assignment in your each of your course sites in the Discussion Forum.

## Courses That Already Have an Enrollment Verification Activity

- Courses that had one of the CFCC course templates uploaded
- Courses that were copied from a previous semester when the enrollment verification was used

**Please note:** It is advised that you upload the NEW Enrollment Verification to your course and delete the old ones.

## There are two ways to add this activity to existing courses:

- If you are familiar with and use the Discussion Board, create a Forum and copy the text provided that forum (see next page).
  - It is helpful to also create a Thread with the same information and have students reply to that thread or you can allow them to create new threads.
  - After the Census Date, you can Collect the responses, print and then turn them in instead of your Course Reports. Even if Course Reports are working, we will be using the Enrollment Verification Assignment since this is more "active" participation on the part of the student.
- The Alternate way to put this in your course is to upload the Enrollment Verification file into each course (see next page).
  - This will create an Enrollment Verification forum and thread in the course's Discussion Board.
  - After importing the package, check your course menu to make sure there is a Discussion Board link.

## First Method: Enrollment Verification Assignment Text

**Discussion Forum Title:** Enrollment Verification – MUST COMPLETE!

### **Text for Forum:**

The purpose of this assignment is to verify your class enrollment. Please respond to this forum no later than midnight on the date posted by your instructor in order to be considered participating in this course. Otherwise, you may be entered as a No Show "NS" for the course and may not be allowed to participate.

Click the forum title to enter the forum. After entering the forum, click the first post, to which you will reply.

**Discussion Thread Title:** Enrollment Verification

### **Text for Discussion Thread:**

To verify your enrollment:

- Copy the statement below
- Click REPLY
- Paste the statement into the text box and fill in the blank with your name
- Click SUBMIT

"As an enrolled and participating student in this course, I agree to abide by the rules, procedures and policies as published in the Student Handbook. I understand that this assignment must be completed by the date posted by my instructor (Census Date), or I may be dropped from the course as a No Show (NS)".

**Agreed to by:** \_\_\_\_\_

You can choose the Display Until dates and turn this Discussion Board Forum off after the Census Date.

## Second Method: File Import

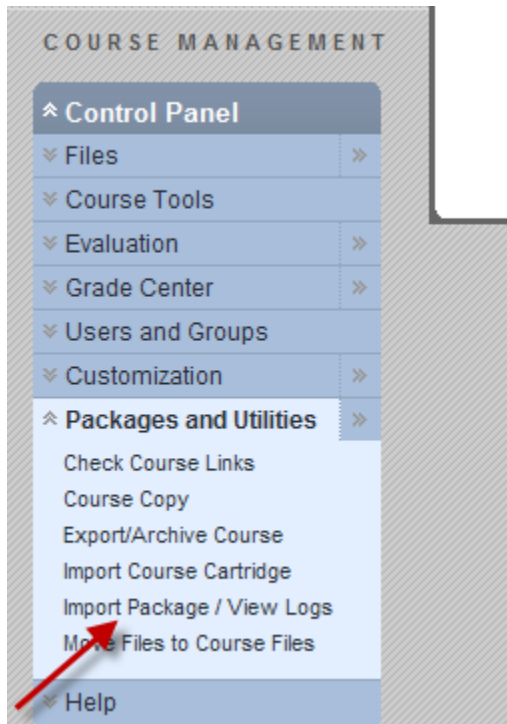
### ***Download the Enrollment Verification file to your desktop***

Click on this link and save to your desktop:

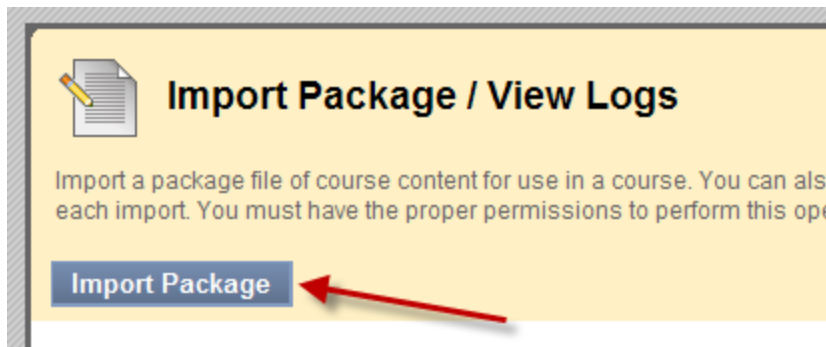
[http://cfcc.edu/dl/Faculty\\_Resources/documents/Enrollment\\_Verification.zip](http://cfcc.edu/dl/Faculty_Resources/documents/Enrollment_Verification.zip)

### ***Importing the Assignment into your course:***

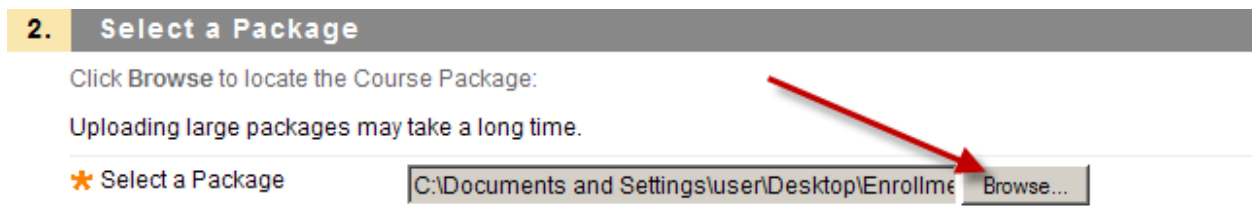
**In your Bb course go to the Control Panel and select Packages and Utilities > Import Package / View Logs**



**Click on Import Package**



**Browse for and select package file (Enrollment Verification from your desktop)**



## Select Course Materials (Content Areas, Discussion Board, Settings)

### 3. Select Course Materials

Select materials to include. To recreate a course from an Archive

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Rubrics
- Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis


### Click Submit

#### 4. Submit

Cancel Submit

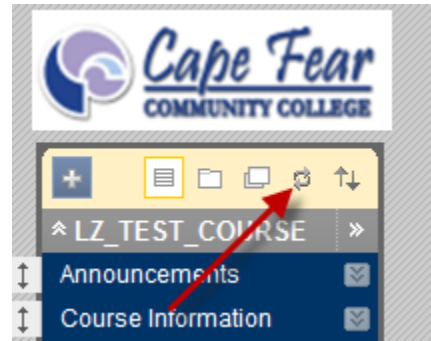
### You should receive a Success notice:

Success: This action has been queued. An email will be sent when the process is complete.

 **Import Package / View Logs**

This will import the Enrollment Verification into your course site.

In order to see the Discussion Board button with the Enrollment Verification Assignment, you might need to click on the **Refresh** button at the top of your list of buttons (see image to right).



You will then see the Discussion Board button at the bottom of your buttons (all new "items" default to the bottom). If you have a duplicate Discussion Board button, you can delete one since they both point to the same tool.

If a Discussion Board button does not exist after you import the Enrollment Verification, add a Discussion Board button in menu: Select the plus sign above the menu; click "Create Tool Link"; select "Discussion Board" for type and name it "Discussion Board"; click the Submit button.



### ***Census Dates***

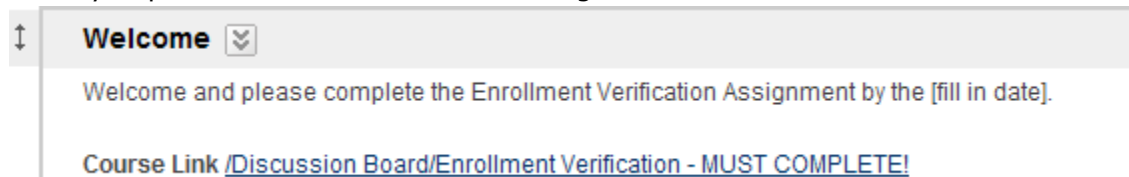
Advise your students about when this activity should be completed, which is by the Census Date for the semester.

Check ["Important Dates" in the DL Faculty Website](#) for the current semester's Census Dates.

**CONGRATULATIONS!!! Your course should now contain the Enrollment**

### ***Verification button and the Enrollment Verification Assignment***

Please direct students to the Enrollment Verification Assignment in the Discussion Board when you post the Announcement. Linking to the Discussion Board will look like this:



### ***Student Instructions***

In the Student Tutorial for Blackboard, there are [instructions for completing the enrollment verification activity](#). You can provide a direct link if you like:

[http://cfcc.edu/dl/Faculty\\_Resources/student\\_tutorials/student\\_enrollment\\_verification.html](http://cfcc.edu/dl/Faculty_Resources/student_tutorials/student_enrollment_verification.html)

**THANK YOU! If you have questions, contact [lzylicz@cfcc.edu](mailto:lzylicz@cfcc.edu).**