Dear New TTU Faculty:

As you prepare to teach your online course(s) for the Fall 2020 semester at Texas Tech University, we would like to offer information and resources to support your online instructional activities. There are many resources on campus and departments collaborating to help you successfully prepare and teach your courses. Any of the individuals listed on this document will help you find the right person to assist you. We're all in together!

If you have any questions, please feel free to get in touch with Suzanne Tapp (742-0133)

Critical Steps to Get Started:

- eRaider Account
  You will need your TTU electronic credentials: this consists of your eRaider username, eRaider password, Texas Tech email address and Tech ID #(your R#). If you do not have these yet, please work with your departmental employee site coordinator to ensure that your hiring paperwork has been completed. If your paperwork has been completed and you have not setup your eRaider account, please contact IT Help Central at (806) 742-4357. If your department has not completed your hiring paperwork, please ask them to complete it as soon as possible. In the meantime, the TLPDC can provide a manually-created eRaider account. Please contact Molly Jacobs or Kerri Pike for assistance or contact the TLPDC at (806) 742-0133.

- Access to Blackboard
  A challenge you may encounter is that although you will begin teaching in August, your official first day of employment is September 1st. Once you have your eRaider username, R#, and email address, we can manually add you to Blackboard, our TTU learning management system. Please have a support person, colleague, or department chair send your email address, R number, and eRaider username to blackboard@ttu.edu We have developed resources to assist those that have not used the platform previously, as well as those who are more advanced.

- Access to Student Information
  To ensure the protection of student educational records, FERPA training is required for all faculty and staff that have access to these records. Our TTU Registrar provides a brief informative online training module that you may access: Sign up for FERPA training. Once you have completed the training, we will be able to add you to your Blackboard courses.

Blackboard Courses:

- Your Development "Shell"
  A development shell can be thought of as a temporary course that allows you to

develop a course as you prepare to teach; others are not able to see your course in development. You can copy existing course content into a development shell from another course, or add new content. Here is the information to request a development shell: Development Shell Request Form

- Your Live "Shell"
Live shells for Fall 2020 were added to Blackboard on July 7, 2020. If you do not see your course in Blackboard, it will need to be requested. Once you have developed your course and are ready for registered students to access it, you will transfer your development course to your live shell. A live shell is the course you will teach from, and your students will access it for materials and activities that you have provided.   In order to request a live shell, you must be listed as the instructor of record in our student information system, Banner. Your departmental office manager can assist you with confirming that you have been designated as the Instructor of Record (IOR).

  Please note that you will use your eRaider username to request the live shell (not your R#). To complete the Live shell request form: Enter your eRaider username (e.g. jsmith) in the Instructor of Record field. Click the Lookup button. A list of all the courses for the Instructor of Record in Banner will be displayed – select the courses that need a live shell; your request will be processed within one hour of submitting the request. Once created, your live shell will appear in your Blackboard Course List (no confirmation email). Live Shell Request Form

For Assistance:
- For computer, browser, or eRaider questions, please contact the TTU IT Help Central at (806) 742-4357 (HELP) or via email at ithelpcentral@ttu.edu.

- For assistance with your course development and design, including accessibility questions, eLearning and Academic Partnerships has a team of course designers available to assist you with the process of developing a quality online course:

  Blackboard Support:
  806-742-5933
  blackboard@ttu.edu

  Instructional Design:
  elearning.id@ttu.edu

  Accessibility:
  elearning.oa@ttu.edu

Please feel free to contact any of the representatives below from eLearning and Academic Partnerships for more information about accessing Blackboard, your development or live shell, or other resources related to course development and design.

Lisa Leach
Senior Director, Instructional Design and Curriculum Development

Chyrel Mayfield
Director, Instructional Deign and Curriculum Development

Leslie DeBusk
Assistant Director, Blackboard Support

Course Development and Teaching Consultations
The TLPDC offers consultations services for all faculty and instructors regarding their online, hybrid, hyflex or face-to-face course development. You might want to talk with someone about how to teach your large section online, when and how to use Zoom break-out rooms, tools for recording a lecture, alternative assessment strategies, evidence-based teaching strategies or more. Each of the TLPDC team members listed below has online teaching experience, familiarity with campus resources including Blackboard, and would be glad to help.

Suzanne Tapp
Executive Director

Ken Griffith
Director, STEP Program (STEM Teaching, Engagement and Pedagogy)

Erika Brooks-Hurst
Administrator, Diversity, Equity, and Inclusive Teaching Pedagogies

Mitzi Ziegner
Assistant Director

Jody Roginson
Faculty Fellow

Again, if you have any questions about information on this document,
please feel free to get in touch with Suzanne Tapp (742-0133).