



*Dual Credit*

*Handbook for Facilitators*

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# Section 1 - Facilitator Responsibilities

## Facilitator Description

Dual Credit facilitators provide vital support and guidance to students enrolled in online courses at Wharton County Junior College.

## About WCJC Online Courses

- Online courses use the learning management system (LMS) called Blackboard to deliver online instruction.
- Online courses will not appear in Blackboard until the course start date.
- All Dual Credit Students are enrolled in the Student Resources Organization in Blackboard. This organization provides:
  - An Overview of Blackboard
  - “How To” documents and videos
  - Information on testing with Respondus
  - Additional Student Resources

## Before the Semester Begins

- If the high school provides textbooks to students, be sure the textbook matches the WCJC discipline-approved textbook listed in the syllabus.
  - Encourage students with disabilities to contact the [WCJC Student Disabilities Office](#) to discuss the need for accommodations.
  - **NOTE:** Students enrolled in WCJC dual credit courses who require modification through their school districts and want accommodations in their college courses must meet with the WCJC Coordinator of Disabilities Services. Modifications made in the secondary classroom do not apply at the postsecondary level because high school students fall under the Individuals with Disabilities Education Act (IDEA) while college students come under the ADA Amendments Act (ADAAA).
- Obtain the WCJC course roster from the high school dual credit contact.
- Confirm students’ enrollment in the course and report enrollment discrepancies to the district counselor and/or the WCJC Dual Credit Coordinator, Natalie Stavinoha, [natalies@wcjc.edu](mailto:natalies@wcjc.edu).
- Due to possible changes in enrollment, check the course roster periodically, especially the first two weeks of class.
- Become familiar with Blackboard using the Dual Credit Facilitator course in Blackboard and attending a virtual Facilitator Orientation. WCJC Distance Education will ensure that each semester’s Dual Credit Course Syllabi are placed in the Dual Credit Facilitator course as they become available. The placement will occur no later than the first day of class.
- Become familiar, and encourage students to become familiar, with the Student Resource Organization in Blackboard.
- Ensure students have set up and are regularly checking their [WCJC student email](#) account prior to and during the semester.

## At the Start of the Semester

- Ensure that each student has his/her own textbook and uses the WCJC discipline-approved textbook listed in the syllabus.
- Assist students with logging into Blackboard. See [Blackboard Login Information](#) for assistance.
- Review the course syllabus, policies, calendar, grading scale, and procedures. In particular, know instructor's grading policies, preferred method of communication, and formatting requirements.
- Encourage students to establish and maintain consistent communication with their WCJC instructor through Blackboard course messages, email, and/or telephone.
- Encourage students to become familiar with the [WCJC Student Handbook, including the Code of Conduct section](#).
- Remind students that disruptive and/or inappropriate behavior in the online class environment may result in removal from the course, with a possible referral to the Dean of Student Success for disciplinary action.

## During the Semester

- Monitor students and ensure they are accessing their courses regularly.
- Encourage students to contact the WCJC instructor with questions and concerns regarding the course and/or grades per the instructions in the student syllabus.
- Encourage students to frequently check their grades in Blackboard (Grades) to understand how they are progressing in the course. Email the instructor if there are questions regarding their grades or current standing in the course.
- Encourage students to contact the WCJC Blackboard Help Desk with Blackboard technical issues.
- Contact Distance Education immediately for any technical issues that affect the entire class (not just one student). See "[Helpful Phone Numbers](#)."
- Remind students of approaching deadlines and exam dates.
- Remind students who participate in extracurricular activities that they must complete assignments according to the WCJC instructor's calendar or make arrangements to complete assignments early.
- Help students develop time management and study skills that will help them succeed in college courses.
- Remind students that as WCJC students, they have access to student support services such as WCJC [libraries](#), [computer labs](#), [tutorial services](#), and many other [student services](#).
- Ensure that every student completes the WCJC course evaluation when it appears in the course. Encourage students to provide constructive feedback that will help faculty improve instruction.

## At the End of the Semester

- Remind students to check their final grades in [Online Services](#).

## Section 2 – Blackboard Login Information & Resources

### Dual Credit Facilitator Blackboard Login

At the start of every semester, facilitators should use the information provided below to log into Blackboard and familiarize themselves with the “Dual Credit Facilitator” organization and the “Student Resources” organization in Blackboard.

#### How to Log into Blackboard for Dual Credit Facilitators

##### Login to Blackboard from the [wcjc.edu](http://wcjc.edu) homepage:

1. Go to the [www.wcjc.edu](http://www.wcjc.edu) homepage
2. Click the “Blackboard” link on the lower right of the page under “[WCJC Connect](#)”
3. By “Username” enter your WCJC Facilitator ID  
**Note:** To find your WCJC Facilitator ID, see “[WCJC Dual Credit Facilitator Blackboard Credentials](#).”
4. By “Password” enter your password.  
**Note:** The first time you will use your default password, see “[WCJC Dual Credit Facilitator Blackboard Credentials](#).” Please make sure and change your password after your initial login.
5. Click “Login”.

##### Login to Blackboard from the WCJC Blackboard homepage:

1. Go to the <https://wcjc.blackboard.com/>.
2. By “Username” enter your WCJC Facilitator ID  
**Note:** To find your WCJC Facilitator ID, see “[WCJC Dual Credit Facilitator Blackboard Credentials](#).”
3. By “Password” enter your password.  
**Note:** The first time you will use your default password, see “[WCJC Dual Credit Facilitator Blackboard Credentials](#).” Please make sure and change your password after your initial login.
4. Click “Login”.

#### WCJC Dual Credit Facilitator Blackboard Credentials

- Dual Credit Facilitator Username
  - Your username will be your last name and your first initial.  
Example: smithj (John Smith)
- Dual Credit Facilitator Password
  - Your default password will be your username and 1234.  
Example: smithj1234
  - VERY IMPORTANT! Make sure and reset your password after your initial login. [How to reset your password from the Blackboard Login](#).

#### Blackboard Questions

For additional questions, see [Blackboard Frequently Asked Questions](#).

## Dual Credit Student Blackboard Login Information

At the start of every semester, facilitators should use the information provided below to assist students with logging into Blackboard and familiarizing themselves with the “Student Resources” organization in Blackboard.

- [How to Log into Blackboard](#)
- [How to Find Your WCJC ID](#)
- [How to Reset Your Blackboard Password \[link did not work for me\]](#)
- [Blackboard Student Overview](#)

## Section 3 – Accessing Student Email

- [How to Access Student Email](#)

## Section 4 - Contact Information

### College Mailing Address

Wharton County Junior College  
911 Boling Highway  
Wharton, Texas 77488

### Phone, Office of the Dual Credit Coordinator

Natalie Stavinoha, Dual Credit Coordinator  
Administration Building  
Wharton County Junior College  
911 Boling Highway  
Wharton, Texas 77488  
(979) 532-6964

### Helpful Phone Numbers

Admissions/Registration.....	(979) 532-6303
Advising.....	(979) 532-6388
Office of Disability Services .....	(979) 532-6384
Distance Education/Blackboard.....	(979) 532-6944
IT Helpdesk .....	(979) 532-6568
Wharton Campus Open Labs.....	(979) 532-6332
Richmond Campus Open Labs .....	(281) 239-1619
Sugar Land Campus Open Labs.....	(281) 243-8509
Bay City Campus Open Labs .....	(979) 244-4236
Wharton Campus Library.....	(979) 532-6509

For further Dual Credit related departments, numbers and email addresses, visit WCJC’s website for the [Dual Credit](#) webpage.