

NUMBER: SDRC 4.00

SECTION: Student Disability Resource Center

SUBJECT: Blackboard Communication with Students

DATE: July 1, 2007

REVISED: February 8, 2019

Policy for: Student Disability Resource Center; Columbia Campus

Procedure for: Student Disability Resource Center; Columbia Campus

Authorized by: Karen Pettus

Issued by: Student Disability Resource Center

I. Policy

The Student Disability Resource Center uses several methods to communicate important information with students. All important announcements are sent to students via the Student Disability Resource Center website, Blackboard Page and/or Blackboard Email, Facebook, and Twitter. Any student with accessibility concerns related to using any of these methods should contact SDRC at 777-6142 or visit 112A LeConte College, for assistance.

II. Procedure

Students who register with SDRC are added as a member of the SDRC Blackboard Page after completing the student Orientation with our office. It is the student's responsibility to check to make sure the SDRC Blackboard Page is visible. If the SDRC Blackboard Page is not visible, important announcements may be missed. The student must regularly check the email account linked to the Blackboard account.

If a student cannot view the SDRC Blackboard link under "My Organizations" on the Blackboard Homepage, the student should make sure that "My Organizations" are enabled.

If you do not see SDRC on your Blackboard main page, do the following:

- Click on "Contents." Contents is located in a box in the upper right corner of the main Blackboard Page.
- Scroll down the Contents page until you see the "My Organizations" box. Click the box so that a check mark appears in the box.
- Scroll to the bottom of the Contents page and hit "submit."
- You should now see the Student Disability Services Blackboard Link under your "My Organizations" on the main Blackboard page.

If you still do not see the SDRC link on your main Blackboard page, contact the office at 777-6142 or sadrc@mailbox.sc.edu Any student with accessibility concerns related to using the

SDRC Blackboard Page or receiving SDRC Blackboard emails should contact SDRC at 777-6142 or visit 112A LeConte College for assistance.

Receiving information via Facebook and/or Twitter is a student initiated endeavor and students are strongly encouraged to take advantage of both.

III. Reason for Revision

Policy was revised on February 8, 2019 in order to reflect changes in communication mediums.