Learning Hub automatic enrolments process

The purpose of this guide is to explain how a student’s SAMS enrolments are automatically reflected in the Learning Hub to provide an understanding of how the process works for creating classes and Blackboard shells.

Adding Students / Staff into Learning Hub

The Learning Hub is the central point of access to the online courses in which students are registered.

Once students have a valid enrolment in SAMS their information is automatically transferred into the Learning Hub via an overnight process. Inactive student accounts due to leave of absence (LOA), debts, etc., are not transferred to the Learning Hub.

When staff are employed, their details are entered into SAP and this information is transferred into the Learning Hub via an overnight process. Staff are then manually added to the relevant classes.

![Diagram showing the process for student and staff details being added to the Learning Hub and associated tools.]

Blackboard Class Registration

The classes are automatically populated with student registrations and related information, reflecting SAMS enrolment information.

- Students get access to their Blackboard course shells 7 days before the scheduled class start date in PeopleSoft.
- Staff can gain access to their Blackboard course shells 28 days before the scheduled term (study period) start date in SAMS, once the college administrator has given them access.

Blackboard Shell Creation & Population

Blackboard shells for classes are created, or rolled over from previous semesters, 30 days before the scheduled term (study period) start date in SAMS.

The rolled over Blackboard course shell contains all the materials from the previous teaching period, with the exception of student submitted data, such as discussion board posts and previously submitted assessments.

NOTE: There are no adaptive release dates and tests are required to be re-deployed.