

Minimum Requirements Configuration

Version 8

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[Make your course available to students in Learn@Seneca](#) and to publish an announcement telling your students where the classes will be held (e.g. in-person lab/classroom number and building, Teams, Big Blue Button, Zoom, Webex) and how to find them.

Please follow the [Learn@Seneca/Blackboard Minimum Requirements Policy](#)

- Post the approved course outline and addendum.
- [Set up Grade Centre](#) to reflect the weighted evaluation breakdown and make grades available to students.
- Post your contact information, including preferred method of communication.
- Make the [course available](#) to students in Learn@Seneca.
- Use the announcement tool to post a welcome announcement and ongoing course updates.
- Review with students their Learn@Seneca course, its content and the expectations for student use.
- BBU support can assist with technical related issues at bbsupport@senecapolytechnic.ca

Teaching & Learning has prepared resources available to you for [Blackboard Ultra \(Learn@Seneca\)](#).

Please also remember to check your class rosters for any students who may have been admitted late (students can be added until the end of day 10) and to add them to any groups for student work, meeting platforms, and shared content. You can find your class roster using our [how to print your class roster](#) video.

tags : itas, lms-minimum-policy, start-of-term