Hello Instructors!

Please read the information below, as it contains important information regarding CitLearn, our learning management system at The Citadel.

1) The CitLearn system is a stand-alone system.
   a. It is NOT integrated with Banner (yet).
   b. Creating courses, accounts, and enrolling students is done manually.

2) Instructor Accounts
   a. Instructors do not automatically receive accounts on CitLearn.
   b. Accounts are created by request only.
   c. It is suggested that instructors attend the CitLearn Basics workshop prior to requesting a CitLearn account.
   d. If you would like an account, please fill out the CitLearn Instructor Account Request form.
      i. Login to Lesesne Gateway.
      ii. Click on the Faculty tab.
      iii. In the My Courses Channel, locate the section on Instructor information.
      iv. Click on the CitLearn Instructor Account Request Form link.
   e. Since instructor accounts are more labor intensive, I will only be creating the accounts once a day.

3) Academic Live Courses
   a. Live Courses are created one week prior to the beginning of the semester.
   b. If you want to work on developing your course content, before the Live Courses are created for a particular semester, you will need to request a DevCourse.
      i. The DevCourse Request Form is located on the CitLearn login page.
      ii. Instructors are allotted a total of ten DevCourses.
   c. Instructors will be given access to the Live Courses at that time.
   d. It is up to the instructor to make the Live Courses available to the students, otherwise the students will not see the course when they login.
   e. The end of the semester is defined as seven business days after final grades are due.
   f. Live Courses are deleted two months after the end of the semester.
   g. ITS will NOT make backups of live courses once the semester is over.
   h. It is the Instructor’s responsibility to back up all Student records and course content.

4) Student Access
   a. Students are enrolled into their academic Live Courses, one business day prior to the beginning of the semester.
   b. After that initial enrollment, the instructor is responsible for enrolling any students who are added to the course.
   c. The instructor is also responsible for making the course unavailable for any students who drop the course.
   d. Student access to Live Courses ends seven business days after final grades are due.

If you have any questions regarding how to use CitLearn, please e-mail Nichelle Middleton to schedule an appointment. Her e-mail is nichelle.middleton@citadel.edu. New workshops will be available in September.
If you have any questions regarding your CitLearn account, you may e-mail me at bullk@citadel.edu.

Thank you,
Conyers

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