How to Request a Blackboard Course Site and Population

On your MyVU/Banner Active Assignments list, instructors may change their "Blackboard Enhanced Course" to "Y". This will automatically generate an empty course shell for that course on Blackboard and populate the students to it. This is done within 90 minutes after indicating a Y on Banner.

To Indicate a Blackboard Enhancement in Banner:

- 1. Login into MyVU.
- 2. On the left, select the University Systems tab.
- 3. Then click Faculty & Advisor Self-Service.
- 4. On the Faculty Services tab select Active Assignments.

acult	y Services	
Facult	Detail Schedule	
Week a	t a Glance	
Term S	election	
Summa	ry Class List	
Detail (Class List	
Track A	ttendance and Performance o	of Student
Midtern	n Grades	
Final G	ades	
Office H	lours	
		V.
Active	Assignments	
Studer Register	It Information Menu students, view student phone/addres	s information, view advisee listing
Studen	t Profile	
	n Classes	
Add or	Drop Classes	
Course	Catalog	
Class S	chedule	
Adviso	r Menu	

 In View Active Assignments scroll to the course you wish to have Blackboard Enhancement. Select "Change"



View Active Assignm	ients		
The following classes have ac	ctive (not rolled to Academic History)	students. The class	syllabus and office hours may also be maintained
Active Assignments			
Introduction to Agribusines	s Management - AGBS 101 002		
Associated Term:	Fall 2018	Credits:	3.000
CRN:	10014	Grade Mode:	Audit , Pass/Fail , Standard Letter
Status:	Open	Course Level:	Undergraduate
Schedule Type:	Lecture	Syllabus:	Add
Instructional Method:	Traditional	Office Hours:	Add
Campus:	Vincennes	Roster:	Classlist
	Aug 24, 2018	Detail Schedule	e: Display
Blackboard Enhanced Cours	se: Change		
Nutrient Management - AGI	BS 254 001		
Associated Term:	Fall 2018	Credits:	3.000
CRN:	10015	Grade Mode:	Audit , Pass/Fail , Standard Letter
Status:	Open	Course Level:	Undergraduate
Schedule Type:	Lecture	Syllabus:	Add
Instructional Method:	Traditional	Office Hours:	Add
Campus:	Vincennes	Roster:	Classlist
Available for Registration:	Mar 12, 2018 to Aug 24, 2018	Detail Schedule	e: Display
Blackhoard Enhanced Cours	se: Change		

6. Choose "I would like this course to be Blackboard	Personal Information Student Faculty Services Employee Finance SITE MAP HELP EXIT Blackboard Enhanced
enhanced" for "Y " or "I do not want this course to be Blackboard enhanced for "N". Click "Submit"	This will allow you to set if a course is blackboard enhanced. The Blackboard Enhanced flag for course AGBS 101, CRN 11953 is mentily set to 1 would like this course to be blackboard enhanced. 1 do not want this course to be blackboard enhanced. Return to Active Assignments RELEASE: 8.5.3 2 2018 Ellucian Company L.P. and its affiliates.

7. If yes then the instructor will see a "Y" after Blackboard Enhanced Courses. If no then an "N" will be displayed. Be sure to check after the submit in step 3 to make sure it is correct.

associated Term:	Fall 2018
RN:	11953
Status:	Open
Schedule Type:	Lecture
Instructional Method:	Internet-semester Based
Campus:	bds Distance Educ
Available for Registratior	Mar 12, 201, o Aug 24, 2018
Blackboard Enhanced Co	se: Y <u>Change</u>

Associated Term:	Fall 2018
CRN:	11953
Status:	Open
Schedule Type:	Lecture
Instructional Method:	Internet-semester Based
Campus:	Vision Etds Distance Educ
Available for Registration	n: Mar 12, 2018 o Aug 24, 2018
Blackboard Enhanced Co	use: N Change

 There is a last step, <u>only</u> if you do not have another course on Blackboard to copy from; you need to import the menu. Go to this page to download the <u>Blackboard Basic</u> <u>Menu</u>, directions are right below it.

*If you need multiple sections into one course site on Blackboard, you must still indicated "Y" on each course. <u>Once your empty shells show up on your Blackboard list</u> you can send merge requests. Go to the forms on the Blackboard login page, and fill out the "Blackboard Course Merge Request Form". <u>This must be done before any students begin turning in</u> <u>assignments on Blackboard.</u>

If further assistance is needed, please contact the staff at the Center for Teaching and Learning. Deborah Stanczak 812 888-5611 or Curtis Rasico 812 888-5750.