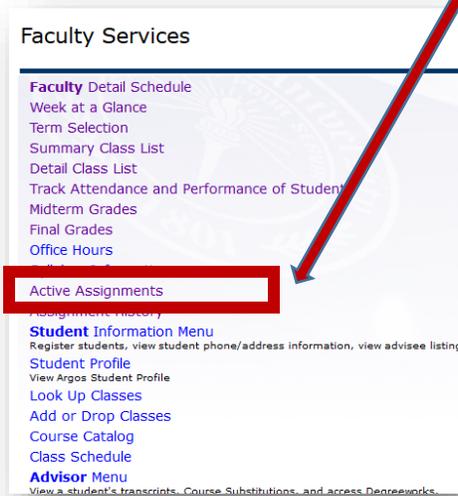


How to Request a Blackboard Course Site and Population

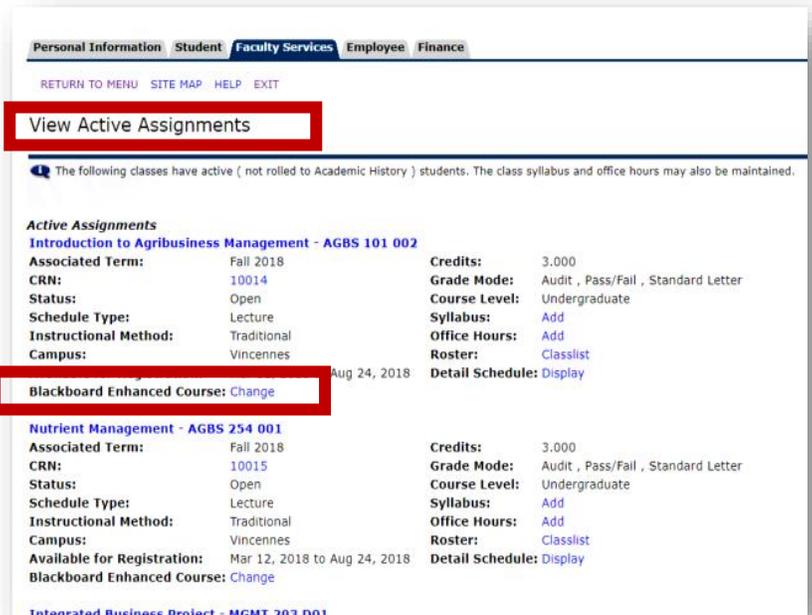
On your MyVU/Banner Active Assignments list, instructors may change their “Blackboard Enhanced Course” to “Y”. This will automatically generate an empty course shell for that course on Blackboard and populate the students to it. This is done within 90 minutes after indicating a Y on Banner.

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**.



5. In **View Active Assignments** scroll to the course you wish to have Blackboard Enhancement. Select “Change”



6. Choose “I would like this course to be Blackboard enhanced” for “Y” or “I do not want this course to be Blackboard enhanced for “N”. Click “Submit”

Personal Information Student Faculty Services Employee Finance

SITE MAP HELP EXIT

Blackboard Enhanced

This will allow you to set if a course is blackboard enhanced.

The Blackboard Enhanced flag for course AGBS 101, CRN 11953 is currently set to

I would like this course to be blackboard enhanced.

I do not want this course to be blackboard enhanced.

Return to Active Assignments

RELEASE: 8.5.3

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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.

Introduction to Agribusiness Management - AGBS 101 D01

Associated Term: Fall 2018

CRN: 11953

Status: Open

Schedule Type: Lecture

Instructional Method: Internet-semester Based

Campus: Yonkers - Distance Educ

Available for Registration: Mar 12, 2018 to Aug 24, 2018

Blackboard Enhanced Course: Y Change

Introduction to Agribusiness Management - AGBS 101 D01

Associated Term: Fall 2018

CRN: 11953

Status: Open

Schedule Type: Lecture

Instructional Method: Internet-semester Based

Campus: Yonkers - Distance Educ

Available for Registration: Mar 12, 2018 to Aug 24, 2018

Blackboard Enhanced Course: N Change

8. There is a last step, **only 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 [Blackboard Basic Menu](#), directions are right below it.

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

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.