How to Request a Blackboard Course Site and Population

As soon as your courses become available in 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 two weeks before the class start date.

1. Login into MyVU. There are two links that take you to Active Assignment in the self-service part of MyVU/Banner.
   a. On the left Faculty & Advisor Self-Service can be selected. Then select Faculty Services tab and Active Assignments.
   b. On the right a link can also be found under the To Do.
2. On View Active Assignments scroll to the course you wish to have Blackboard Enhancement. Select “Change”

3. 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”
4. 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.

5. Course will show in the instructors Blackboard list two weeks before start date.

6. 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** (this will be two weeks before start date) 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.