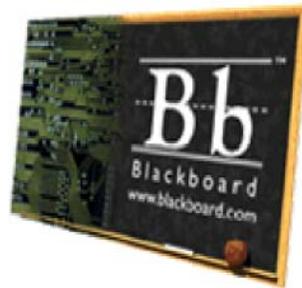


Making your Blackboard Course
Sections Active – Course Directors
&
Assistant
Course
Directors
Term 1 & 2 2008



Introduction:

If you would like to use Blackboard for this semester, there are a few steps that are required to make your Blackboard Course Sections active. This guide describes the process step by step for Course Directors and Assistant Course Directors.

Course Directors

One of the great enhancements that USMA has provided to the Blackboard System is the ability to copy material across multiple sections. As a course director this process is particularly important. Since not all course directors at USMA will be using Blackboard, before you can copy material across multiple courses, you must first activate your course director account in Blackboard. *(Note: all instructors for subordinate courses must also activate their account as well.)*

Activating your account will make you an observer in all subordinate Blackboard Course Sections. This will allow you to use the copy process to copy material across multiple sections (see separate document entitled "Blackboard Copy Instructions").

Activating your Course Director Account in Blackboard

Step One: Login to the AMS system. The login url is:
<http://apps/ams/login/logon.cfm>

Step Two: Once logged in, you will be brought to the Academy Management System (AMS) Staff & Faculty Portal (make sure that the correct year and term are selected).

Step Three: You will then see listed all Course Director assignments as in the listing below. To make yourself active choose "observer" and then click the "Set Status" button

Step Four: Overnight your activation request will be processed and you have access as an instructor to all subordinate courses. These course sections can be viewed in the "My Courses" area of Blackboard. Follow the directions in the document "Blackboard Copy Instructions" to copy content from one course section to one or multiple course sections.

Activating and Merging all Subordinate Sections

As Course Director, you now have two options: See graphic below

One: Activate all sections not already activated

Two: Activate and Merge all sections

AMS Staff & Faculty Portal 2005-1 - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss

Address http://apps.usma.edu/ams/main.cfm

[Blackboard](#) | [2005 1 Settings](#) | [About](#) | [Help](#) | [Red Book](#) | [Change Request](#) | [Log Off](#)

Name	Userid	Email	Details
MR ROHRLICK, JEFFREY	8j2814	Jeffrey.Rohrlick@usma.edu	edit

FYI: the sign up for the [Fourth Class Sponsor Program](#) is now open. [Click here to participate in this rewarding program!](#)

Academy Management System (AMS) Staff & Faculty Portal 2005-1

User Roles

BlackBoard Administrator

This module is available to BlackBoard administrators only. Functionality includes the ability to activate and merge all sections of a course, to include sections already activated, and grant access to all instructors and the course director.

[BB Admin](#)

Course Director Assignments

Manage course rosters, courses templates and grades posting.

AYT	COURSE	ACTIVATE	ACTION
2005 1	EX300 7 CREDIT HR EXCH COURSE	<input type="text" value="observer"/>	U.S. MA Web Grades

SUBORDINATE SECTIONS - BLACKBOARD ACTIVATION LEVEL for EX300

Activate sections - activate subordinate sections not already activated
 Merge sections - activate and merge subordinate sections not already activated

Set Blackboard Activation Status:

Rules for 'ACTIVATE' column:

August 2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Click here for the:

- [On-Line "Buff Card"](#)
- [Powerpoint "Buff Card" \(front side\)](#)
- [Powerpoint "Buff Card" \(back side\)](#)

Tools

These are applications/modules that you have access to.

Application	Description	Application Role
AMS	SEB Administrative	REQUEST MANAGER

Assistant Course Directors

One of the great enhancements that USMA has provided to the Blackboard System is the ability to copy material across multiple sections. As an assistant course director this process is particularly important. Since not all assistant course directors at USMA will be using Blackboard, before you can copy material across multiple courses, you must first activate your assistant course director account in Blackboard. *(Note: all instructors for subordinate courses must also activate their accounts as well. This document has instructions on how to do both of these procedures.)*

Activating your account will make you an observer in all subordinate Blackboard Course Sections. This will allow you to use the copy process to copy material across multiple sections (see separate document entitled "Blackboard Copy Instructions".)

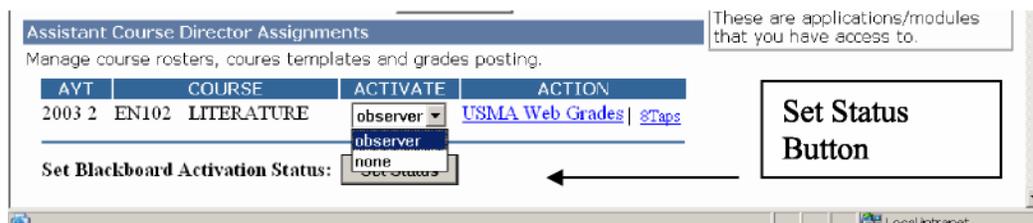
Activating your Assistant Course Director Account in Blackboard

Step One: Login to the AMS system. The login url is:

<http://apps/ams/login/logon.cfm>

Step Two: Once logged in, you will be brought to the Academy Management System (AMS) Staff & Faculty Portal 2003-2

Step Three: You will then see all listed all Assistant Course Director assignments as in the image below. To make yourself active choose "Observer" and then click the "Set Status" button



Step Four: At 4am each morning your activation request will be processed and you have access as an instructor to all subordinate courses. They can be viewed in the "My Courses" area of Blackboard. At this point, follow the directions below to copy content from one course to one or multiple courses.