Blackboard Course Section Activation and Merge Instructions – for Instructors
2008 Term 1 & 2

Introduction:

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

Instructors

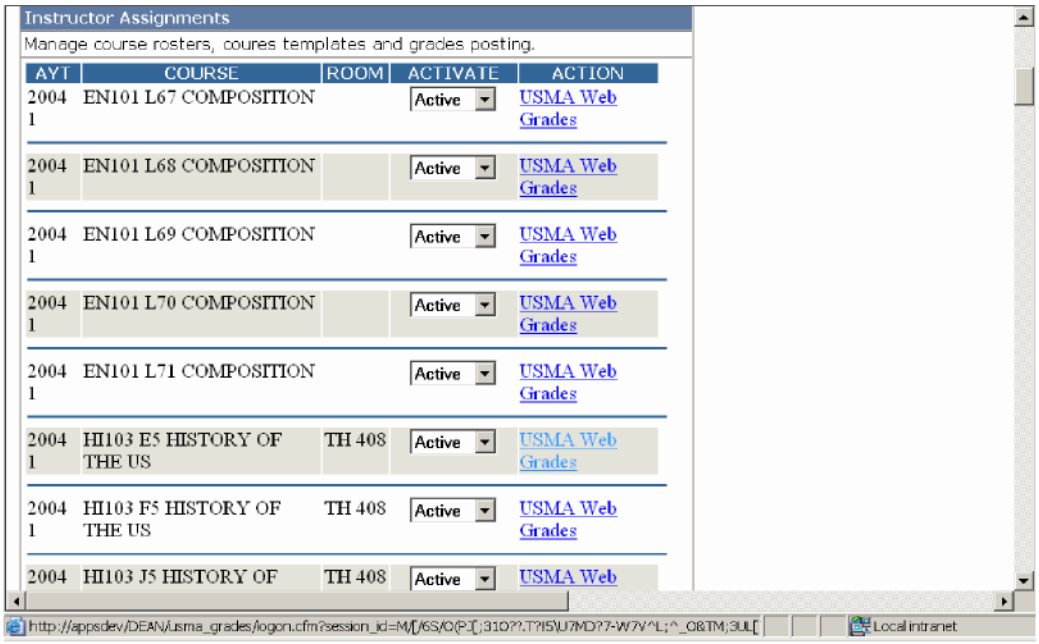
One of the great enhancements that USMA has provided to the Blackboard System is the ability to merge multiple course sections into one master course section and/or to copy material across multiple course sections. No matter which option you prefer, before you can merge, copy, or use you Blackboard courses you, you must first activate your course sections in Blackboard. Follow the directions below.

Activating your Course Sections 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 all listed Course Sections. To make a section active, choose "Active" for each course section and then click the "Set Status" button (see image below)



Step Four: Your activation request will be processed overnight and your courses will appear in your Blackboard account.

Merging Courses in Blackboard

(Note: Only Instructors can merge course sections.)

After you have activated your courses as an instructor and have waited overnight, you can now merge courses into one master course if you wish. Note, you should only merge your courses if you do not think you will have course section specific differences in each course (e.g., different announcements, content, discussion boards, etc.) If you will have sections differences, better to leave your courses separate and then use the copy process instead (see separate document entitled "Blackboard Copy Instructions".)

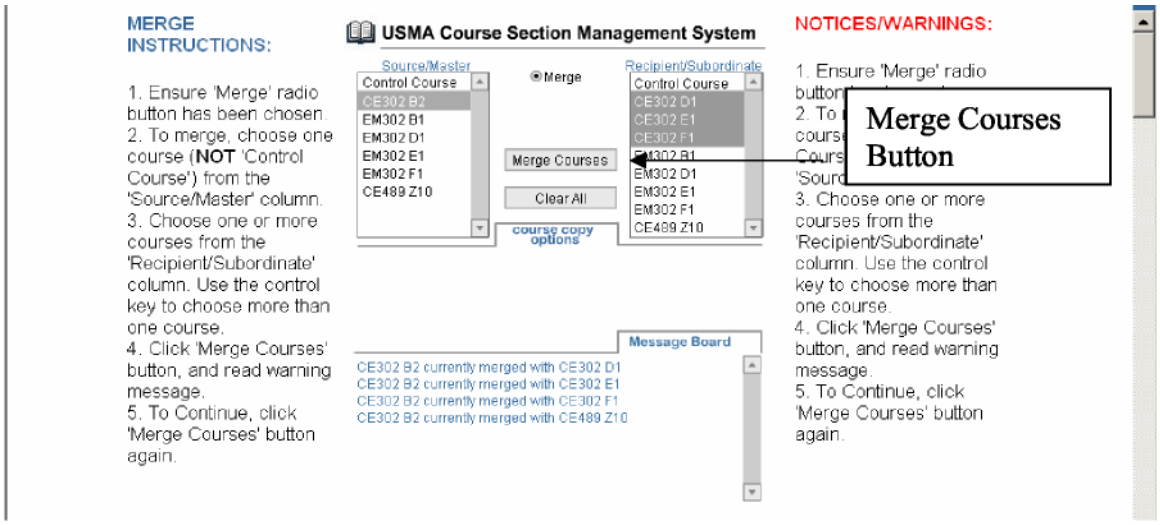
Step One: Login to the AMS and find the Instructor Assignments area.

Step Two: Click on the link which says "To merge some or all of your courses, click here".

Step Three: To merge your sections, choose one course section (NOT the Control Course) from the 'Source/Master' column. Choose one or more course sections from the 'Recipient/Subordinate' column. Use the control key to choose more than one course section. *(Important Note: If you have content in one of the courses that will be merged, please choose that course for the Source/Master.)*

Step Four: Click the "Merge Courses" button, and read warning message. To finish the merge, click the 'Merge Courses' button again.

Step Five: Overnight your merge request will be processed and your merged course will appear in your Blackboard account with the course title and the word 'Master' in the course title.


MERGE INSTRUCTIONS:
1. Ensure 'Merge' radio button has been chosen.
2. To merge, choose one course (NOT 'Control Course') from the 'Source/Master' column.
3. Choose one or more courses from the 'Recipient/Subordinate' column. Use the control key to choose more than one course.
4. Click 'Merge Courses' button, and read warning message.
5. To Continue, click 'Merge Courses' button again.
USMA Course Section Management System
Source/Master
Control Course
CE302 B2
EM302 B1
EM302 D1
EM302 E1
EM302 F1
CE489 Z10
Merge
Merge Courses
Clear All
course copy options
Recipient/Subordinate
Control Course
CE302 D1
CE302 E1
CE302 F1
EM302 B1
EM302 D1
EM302 E1
EM302 F1
CE489 Z10
Message Board
CE302 B2 currently merged with CE302 D1
CE302 B2 currently merged with CE302 E1
CE302 B2 currently merged with CE302 F1
CE302 B2 currently merged with CE489 Z10
NOTICES/WARNINGS:
1. Ensure 'Merge' radio
3. Choose one or more courses from the 'Recipient/Subordinate' column. Use the control key to choose more than one course.
4. Click 'Merge Courses' button, and read warning message.
5. To Continue, click 'Merge Courses' button again.
Merge Courses Button