

How to get SAP to set up a course shell in Bb containing all students for this block or all blocks of this course for this year

Login using Microsoft Internet Explorer go to <https://myu.umc.edu> (SAP)

Choose: Class Info/Class Rolls and Grades/academic term and year/then submit.

Choose class block/and in the drop down menu/choose **blackboard options:** You can choose one of two possibilities:

- The top section will add only the students from the one section you selected into a new shell in Bb.
- The bottom section will make a combined course containing students from all sections of your course in a new course shell in Bb.

Whichever ONE you choose the SUBMIT box in yellow that corresponds to your choice.

This service allows instructors to "Blackboard Enable" sections they are teaching. Under the Main tab, you can choose to enable a single section individually or choose to combine all of the sections that you are teaching into a single Blackboard course. Under the Customize tab, you can choose any 2 or more of your sections to create a custom Blackboard course. Once a section is enabled, it will be automatically created in Blackboard, and students who have added or dropped the section in SAP will be updated in Blackboard through a nightly synchronization process. Under normal circumstances, courses that have been enabled will appear in Blackboard within an hour of being requested.

CONJ 651A January

This section is enabled for Blackboard synchronization. Requested on 01/11/2011 at 15:30:16. Guest access is not allowed. Course is available to students.

Enable Disable

Allow Guest Access

Make Available

Submit for This Section Only

Submitting this option will create a course in Blackboard that contains students from this section only.

It appears that you are teaching 5 sections of CONJ 651A

A combined course, containing all sections taught by you, has not been enabled for Blackboard synchronization.

Enable Disable

Allow Guest Access

Make Available

Submit for a Combined Course of All Sections

Submitting this option will create a combined course in Blackboard that contains students from all sections of this course that you are teaching.

This will tell Bb to make you a course but it could take from 4 to 24 hours to happen. In about 4 hours, login to blackboard and see if there is a course with a new dated name with you as the instructor. This course shell should have the names of all the students registered for the course/section included. No faculty and no content.

Note the name of the new course so you can look it up when you get to your last year's course. You want to do a course copy from your old course to your new course that includes all the content but NO Students names (because you already added those to the new course shell).

– In the control panel of the course you are copying go to control panel/packages and utilities/**course copy**

– Select **copy course materials into an existing course** in the top drop down menu, then in the browse dialogue box below find the name of your new course you are going to add content to. Check off the content and other aspects of the course you wish to copy (NOT Enrollments) and click submit.

You will be put on a waiting list but Bb will email you when your content from your old course has been added to your new course. If you have any questions please contact: Dr. Lushbaugh (601-953-2455, wlushbaugh@umc.edu) or Dr. Fowler (dfowler@umc.edu) for help.