



Enabling Courses to use Blackboard Vista

Course sections can be e-learning enabled at anytime. When a course section is e-learning enabled an empty course shell will be created in Blackboard Vista as follows

- If the request is made for the current term, a course shell is created as soon as the e-learning flag has been added to the course section definition in Banner.
- If the request is made for a future term, a course shell is created when registration opens for the term.

How to determine if a course section is e-learning enabled

Ask your department to look up your course section definition in Banner (using form SSASECT) to determine if it is e-learning enabled.

If student registration for a term has opened, new links to your e-learning enabled courses will appear on your MyWebCT/My E-learning page. There are two reasons why you would not see a new link to a course:

1. You have not been assigned to teach the course in Banner (ask your department to fix this)
2. The course is not e-learning enabled yet – send the CRN to the Vista Admin (see below).

Note: after Spring Break '07, term start dates will be displayed with the course link.

When a course can be e-learning enabled

1. Your department can set up e-learning for a course section during the schedule building phase (typically 6 to 8 months before the beginning of the term).
2. If the schedule building phase has passed, send the CRN of your course section to the Blackboard Vista Admin (Julie Scott, julie.scott@wmich.edu) or the ITCenter Manager (Pam Rups, pamela.rups@wmich.edu).
 - a. The CRN of your course is a 5 digit number that can be found in GoWMU from your Self-service Banner area in your teaching assignments.

- b. CRNs begin with a “1” for Spring, “2” for Summer I, “3” for Summer II, and “4” for Fall.

How a course is e-learning enabled.

Course sections are e-learning enabled in the Banner using the form SSASECT. The Integration Partner field on this form is set to EL (E-learning). This is done by your department or by the Vista Admin (see above).

For courses where there are many sections offered and that are taught by several different faculty – if a course section (bolded below) is e-learning enabled, it will roll over to the next term as e-learning enabled, if it is offered. Some examples

Course Section	Enabled Term 1	Offered Term 2	Prof assigned to section wants E-learning access	Is action needed?
ENGL-1000-100	Yes	Yes	Yes	No, e-learning flag rolled over to the next term.
ENGL-1000-102	No	Yes	Yes	Yes, course needs to be e-learning enabled
ENGL-1000-104	Yes	No	N/A	N/A
ENGL-1000-106	No	Yes	No	No
ENGL-1000-108	Yes	Yes	No	N/A

How links are named on the MyWebCT/My E-learning page

Links are named using the title of your course followed by the course section. If a course section is offered from term to term, the section will be appended with a number. For example

- Choices in Living - HOL-1000-110
- Choices in Living - HOL-1000-110 1
- Choices in Living - HOL-1000-110 2

Note: after Spring Break ‘07, links will also display the term start date which will make it easier to determine what term the course link refers to.

- Choices in Living - HOL-1000-110 9/5/06
- Choices in Living - HOL-1000-110 1 1/7/07
- Choices in Living - HOL-1000-110 2 5/4/07