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## ***Setting up Blackboard Vista Section***

When a course section is e-learning enabled, an empty section shell is created in Blackboard Vista just prior to the open of registration for a term. Student enrollments are then added to your Blackboard Vista section as soon as registration for the term has opened and continues until the end of term.

You have complete control over when students have access to your Vista section. You can allow students early access before the term starts or extend access after the term ends.

In addition, the section shell must be initialized and setup for use before students will have access, even if the term start date has past. Until you setup your course, your students will receive a "course is unavailable" message when clicking on the course link.

When you access a course for the first time you select one of the four options below.

<ul style="list-style-type: none"><li><input type="radio"/> <b>Set up a blank course</b> Select this option to start designing this course without assigning content.</li><li><input type="radio"/> <b>Copy content from another course</b> Select from courses in which you are enrolled as a designer.</li><li><input type="radio"/> <b>Assign a template to this course</b> Select from templates that have been associated with this course by an administrator.</li><li><input type="radio"/> <b>Import content from file</b> Select this option to start importing course content from exported course file.</li></ul>
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Use "Setup a blank course" for a course you have never used with WebCT Vista before.

Use "Copy content..." to copy content from one Vista course section to another - for instance, if you teach the same course Fall and Spring, you can copy the content from the Fall section o the Spring section.

Use "Assign a template to this course" if you have designed and associated a template for the course.

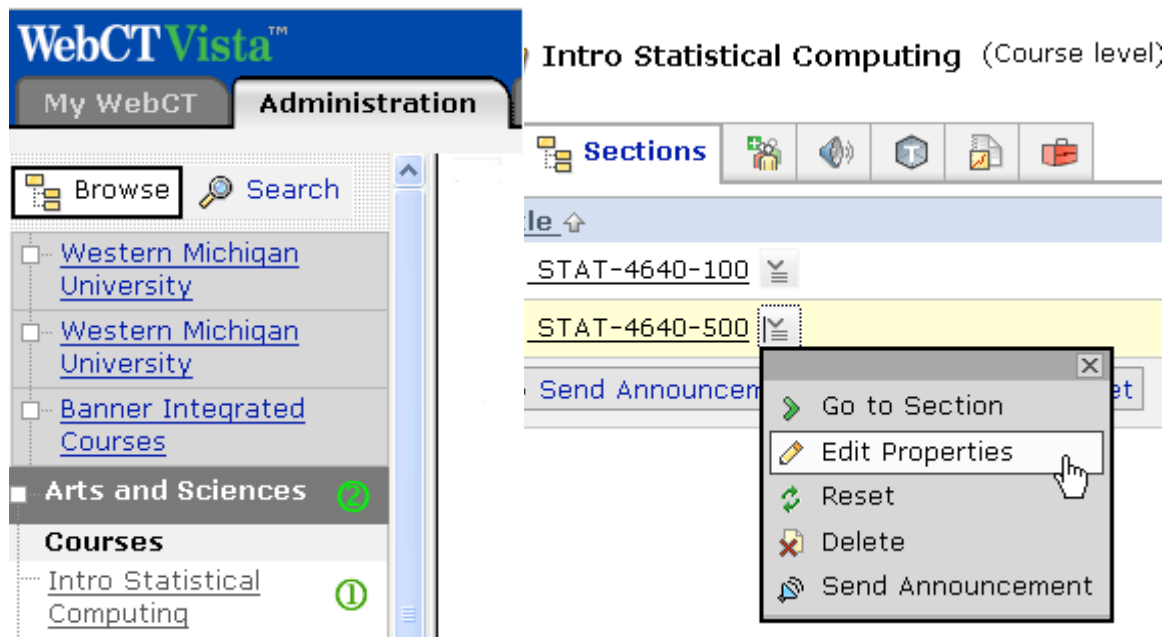
Use "Import content from a file" if you have **IMS compliant** course material. This could be content exported from another e-learning system or content provided by a textbook publisher.

### ***How to restrict access to your course***

Note if you don't see the Administration tab on you're My E-learning page, contact Julie Scott at 7-5457 ([Julie.scott@wmich.edu](mailto:Julie.scott@wmich.edu))

On the My E-learning page, click on the Administration tab. On the left, drill down to your course. The first course you have access to (①) is listed below your college name (②). Click on the name of your college to display all the courses you have access to (see also the "Using the Search Function" below).

After clicking on the name of one of your courses, you will see a list of sections on the right. Click the action link next to your section, then click "Edit Properties".



### Dates

Start date:  ①

Start Time:

End date:  ②

End Time:

Scroll down to the Dates section and adjust the start and end dates and times as desired.

To allow access ANY TIME before or after a term ends, uncheck the appropriate box under “Student Restrictions” (blue circle at left).

### Student Restrictions

Do not allow Students to access the section:

Before the start date

After the end date

In this example, students have unrestricted access to the course before the term starts. The course link will disappear after the end date.

DO NOT change any other items on this page!

## Using the Search function to find your course sections

If you teach a course with many sections, you can use the SEARCH function to easily find a single section. Each section in Bb Vista has a unique identifier termed a **sourceid.id**. **This ID is a combination of the section CRN plus the year and term as defined in Banner.** This information is also included in the IMS Fields section of the Edit Properties page. You can find the CRN for your course from your Active Teaching Assignments in GoWMU.

### IMS Fields

\*sourcedid.source:

\*sourcedid.id:  ← **crn.yearterm**

Organization Name:

Organization Unit:

Term designations are

- |              |                                   |
|--------------|-----------------------------------|
| 10 Spring    | All CRN's begin with the number 1 |
| 20 Summer I  | All CRN's begin with the number 2 |
| 30 Summer II | All CRN's begin with the number 3 |
| 40 Fall      | All CRN's begin with the number 4 |

## To Search by CRN

Drill down to your course and click the Search button at the top of the left-side navigation frame. Use the following search criteria:

### Section Query

Column:	Condition:	Value:
<input type="text" value="sourcedid.id"/>	<input type="text" value="Begins with"/>	<input type="text" value="enter CRN number here"/>

Click the “Run Query” button.

From the Query Results page, click the action link next to the section link to edit the section properties.

