

## The Mechanics of Getting a Blackboard Course

There are two kinds of Blackboard shells: Banner (Auto-Rostered) shells and Manual shells.

The Blackboard course shell you actually use to teach will be created through the Banner system.

- You will go into Banner and request that shell. (Instructions are provided below on requesting a Banner shell.)
- However, those shells can only be requested within 8 weeks of the term during which you will teach the course.

You may need a shell to work in prior to the 8 week window.

- If you are building a new class, you will need to start earlier than 8 weeks before the term.
- You can request a manual shell (see instructions on the back of this sheet).
- You can then work in that shell, build your course, and ultimately copy it into a Banner-created shell once you are able to (within the 8 week window).

Below are instructions on requesting these two different kinds of course shells.

### I. Requesting a Banner Shell

To request a Blackboard course shell through Banner, you:

1. Log on at **ysu.edu**.
2. In the lower left of your screen, click on **Banner Self Service** under the **e-Services for Faculty and Staff** module.
3. Select the **Faculty Services** tab.
4. Click where it says **Blackboard Course Creation**.
5. Follow the on-screen instructions.
6. Once your request is in, the shell will generally appear the next business day.

The screenshot shows the Banner system interface. At the top, there is a navigation bar with tabs: Personal Information, Alumni and Friends, Student, Financial Aid, Faculty Services, Employee, and Finance. The Faculty Services tab is highlighted in red. Below the navigation bar, there are links for RETURN TO MENU, SITE MAP, and HELP. The main heading is "Faculty and Advisors". Below this, there is a "Term Selection" section with a note: "It is very important to select the appropriate term before completing any other processes. The term selected will be used for all term-related pages you select to view, unless you select another term." Below that, there is a "FACULTY/ADVISOR MENU OPTIONS:" section with links for Student Information Menu, Advisor Menu, Document Advisor Notes, Release Registration Holds, Request a Degree Audit (DARS), Advisors Evaluation System, and Look Up Classes for Enrollment. A note below this section states: "Please note that the schedule for subsequent terms is tentative and subject to change." Below that, there is a "FACULTY MENU OPTIONS:" section with links for CRN Selection, Active Assignments, Faculty Detail Schedule, Week at a Glance, Summary Class List (Roster), Detail Class List (Detailed Roster), Final Grades, Class Schedule, Course Catalog, Assignment History, Writing Repository Submissions, and Blackboard Course Creation. A note below this section states: "View list of students who have submitted writing samples" and "Create auto rostered courses in Blackboard". Two callout boxes with numbers 3 and 4 are present. Callout 3 points to the Faculty Services tab in the navigation bar. Callout 4 points to the Blackboard Course Creation link in the Faculty Menu Options section.

Please follow all FERPA and University guidelines and policies when using system data.

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## II. Requesting a Manually Created Shell

To request a manually created Blackboard course shell, call the **Instructional Design and Development Center (IDDC)** at **x-3244**.

- Our student workers generally answer that line.
- Give them your name and the acronym (e.g., ENGL 1540) and title (e.g., Introduction to College Writing) of your course.
- They will create the shell and call or email you when it is ready.

### How Do Banner Shells Work?

- Blackboard course shells requested through Banner are auto-rostered. Your students are automatically added to the class, usually about 2 weeks prior to the term.
- The shell is configured to open to students on the first day of classes. (Some faculty choose to open them early by going in and changing the Start Date under Customization > Properties.)

### From Manual to Banner Courses

After building your course in a manual shell, how do you get it into a Banner shell?

- If the course is created manually, you will later want to copy it into a Banner shell specifically assigned to that term.
- Once you get within the 8 week window, request a shell through Banner using the first set of instructions on this form.
- You will then want to copy your materials from the manually created shell into the Banner-created one.
- See our handout **How to Copy a Course in Blackboard**.
- We can guide you through this the first time (second, or third – however long it takes you to feel comfortable).