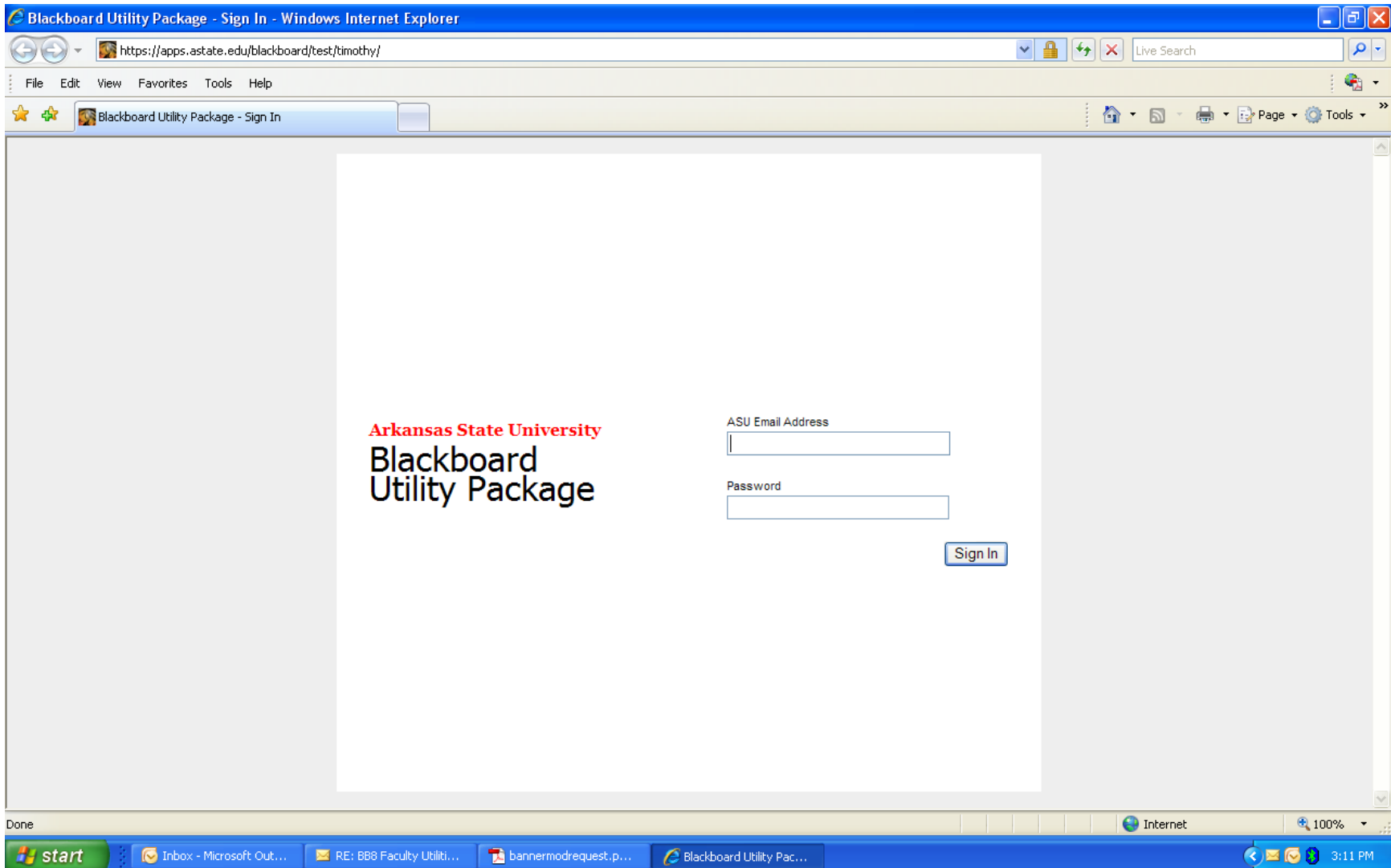
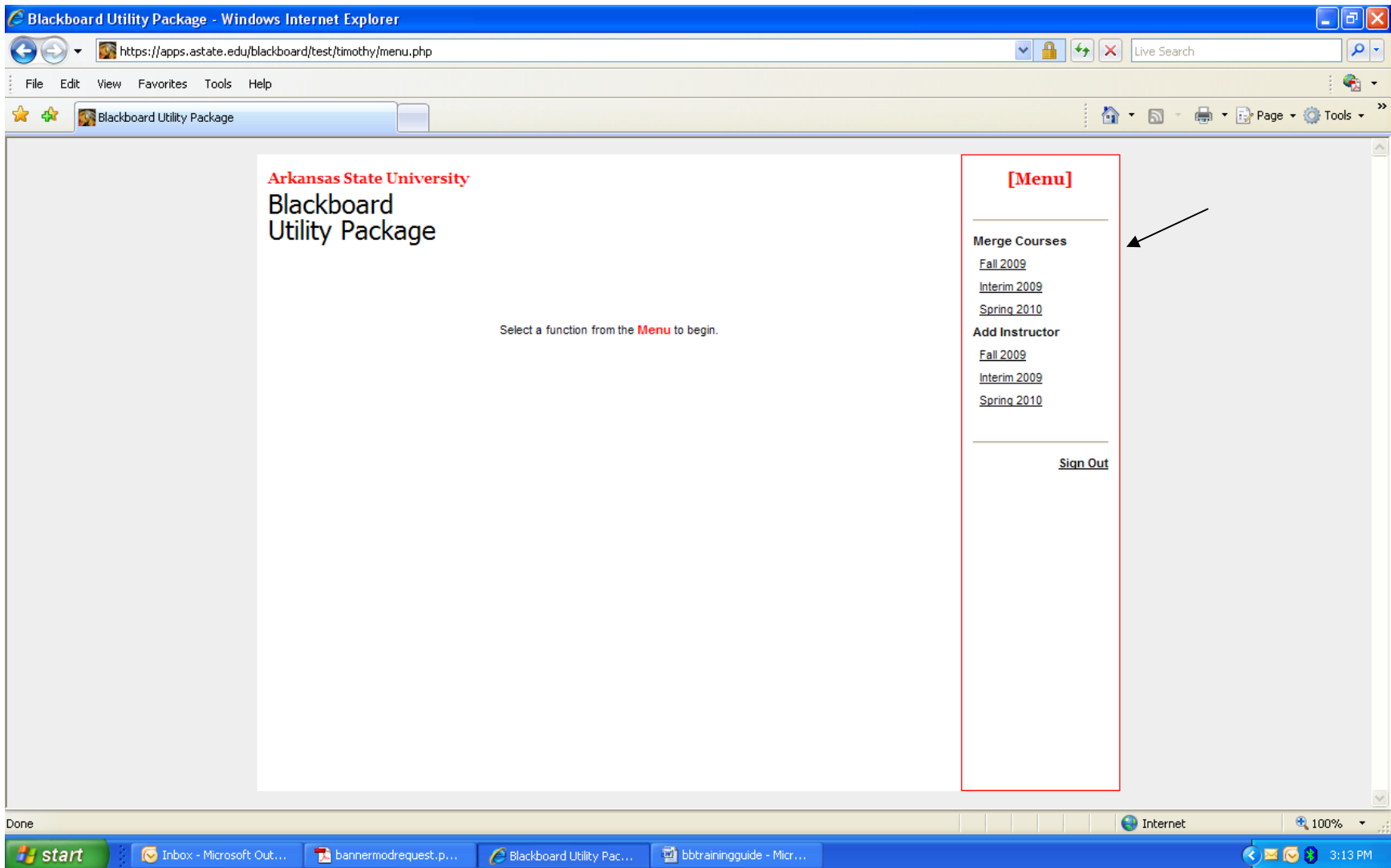


# Blackboard Utility Package User Guide



Login using your network account (e.g., [ido@astate.edu](mailto:ido@astate.edu)) and your password.



Choose the term for which you wish to merge a course by clicking on it. Merging courses **merges students ONLY – content is not moved**. Therefore the courses should be merged first and content added after the merge.

Arkansas State University  
Blackboard  
Utility Package

Select a Banner course from the Available courses box, double click or click the single arrow to move it to the Selected courses box, enter the new BB shell name, then click Merge.

Merged Course IDs	Bb8 Course Shell
No Merged Courses	

Available Course IDs

- SCOM 1203 011 - 62257
- SCOM 1203 013 - 62265

Selected Course IDs

New Blackboard shell name

Merge

Sign Out

Done

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Courses “available” to merge are listed in the bottom left column. Highlight by clicking on the course and then use the arrow to move to the center column. **(Note the courses are identified by the 11-character “prefix, course number and section number” followed by a hyphen and the CRN as found in Banner and used in Blackboard.)**

Blackboard Utility Package - Windows Internet Explorer

https://apps.astate.edu/blackboard/test/timothy/summary.php?Term=200960

File Edit View Favorites Tools Help

Blackboard Utility Package

### Arkansas State University Blackboard Utility Package

Select a Banner course from the Available courses box, double click or click the single arrow to move it to the Selected courses box, enter the new BB shell name, then click Merge.

Merged Course IDs	Bb8 Course Shell
No Merged Courses	

Available Course IDs	Selected Course IDs	New Blackboard shell name
	SCOM 1203 011 - 62257 SCOM 1203 013 - 62265	new course name <input type="button" value="Merge"/>

Select a Banner course from the Available courses box, double click or click the single arrow to move it to the Selected courses box, enter the new BB shell name, then click Merge.

[Menu]

Merge Courses

- [Fall 2009](#)
- [Interim 2009](#)
- [Spring 2010](#)

Add Instructor

- [Fall 2009](#)
- [Interim 2009](#)
- [Spring 2010](#)

[Sign Out](#)

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Enter the "new" merged course name here and click on the Merge button.

## Add Instructor Utility

Arkansas State University  
Blackboard  
Utility Package

Select a Banner course from the Course ID box, enter the information of the user you wish to add as an Instructor, and then click add.

Banner Course ID	Instructor Email Address	Role	
SCOM 1203 011 - 62257	john DOE@yahoo.com	Instructor	<a href="#">Enable</a>
SCOM 1203 011 - 62257	htorres@astate.edu	Instructor	<a href="#">Disable</a>
SCOM 1203 011 - 62257	htorres@astate.edu	Instructor	<a href="#">Disable</a>

Banner Course ID\*

First Name\*

Last Name\*

Instructor Email\*

Password (\* if not an "@astate.edu" or "@small.astate.edu" email address)

\* Required fields

Select a Banner course from the Course ID box, enter the information of the user you wish to add as an Instructor, and then click add.

Clicking "Disable" will disable the user's access to the listed course.  
Clicking "Enable" will re-enable the user's access to the listed course.

Updates will occur daily at 12 midnight, 7:00 AM, 12 noon, and 5:00 PM.

**[Menu]**

Merge Courses  
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Choose the term for which you are adding an instructor to your Blackboard course by clicking on it.

Blackboard Utility Package - Windows Internet Explorer

https://apps.astate.edu/blackboard/test/timothy/AddEnrollment.php?Term=200960

File Edit View Favorites Tools Help

Blackboard Utility Package

## Arkansas State University Blackboard Utility Package

Select a Banner course from the Course ID box, enter the information of the user you wish to add as an instructor, and then click add.

Banner Course ID	Instructor Email Address	Role	
SCOM 1203 011 - 62257	john DOE@yahoo.com	Instructor	<a href="#">Enable</a>
SCOM 1203 011 - 62257	htorres@astate.edu	Instructor	<a href="#">Disable</a>
SCOM 1203 011 - 62257	htorres@astate.edu	Instructor	<a href="#">Disable</a>

**Banner Course ID\***

SCOM 1203 011 - 62257  
SCOM 1203 013 - 62265

**First Name \***

**Last Name \***

**Instructor Email \***

**Password \*** (\* if not an "@astate.edu" or "@smail.astate.edu" email address)

\* Required fields

Select a Banner course from the Course ID box, enter the information of the user you wish to add as an instructor, and then click add.

Clicking "Disable" will disable the user's access to the listed course.  
Clicking "Enable" will re-enable the user's access to the listed course.

Updates will occur daily at 12 midnight, 7:00 AM, 12 noon, and 5:00 PM.

**[Menu]**

**Merge Courses**

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**Add Instructor**

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The drop down box lists all courses for which you are instructor of record in the Banner system. Drop down to the course for which you wish to add an instructor.

Blackboard Utility Package - Windows Internet Explorer

https://apps.astate.edu/blackboard/test/timothy/AddEnrollment.php?Term=200960

File Edit View Favorites Tools Help

Blackboard Utility Package

### Arkansas State University Blackboard Utility Package

Select a Banner course from the Course ID box, enter the information of the user you wish to add as an Instructor, and then click add.

Banner Course ID	Instructor Email Address	Role	
SCOM 1203 011 - 62257	john DOE@yahoo.com	Instructor	<a href="#">Enable</a>
SCOM 1203 011 - 62257	htorres@astate.edu	Instructor	<a href="#">Disable</a>
SCOM 1203 011 - 62257	htorres@astate.edu	Instructor	<a href="#">Disable</a>

Banner Course ID\*  
SCOM 1203 011 - 62257

First Name\* Henry

Last Name\* Torres

Instructor Email\*  
htorres@astate.edu

Password (\* if not an "@astate.edu" or "@mail.astate.edu" email address)

\* Required fields

Select a Banner course from the Course ID box, enter the information of the user you wish to add as an Instructor, and then click add.

Clicking "Disable" will disable the user's access to the listed course.  
Clicking "Enable" will re-enable the user's access to the listed course.

Updates will occur daily at 12 midnight, 7:00 AM, 12 noon, and 5:00 PM.

### [Menu]

Merge Courses

- [Fall 2009](#)
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Add Instructor

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If your "guest" instructor is an ASU employee you need only enter their ASU email address and click on add.

Blackboard Utility Package - Windows Internet Explorer

https://apps.astate.edu/blackboard/test/timothy/AddEnrollment.php?Term=200960

File Edit View Favorites Tools Help

Blackboard Utility Package

### Arkansas State University Blackboard Utility Package

Select a Banner course from the Course ID box, enter the information of the user you wish to add as an instructor, and then click add.

Banner Course ID	Instructor Email Address	Role	
SCOM 1203 011 - 62257	john DOE@yahoo.com	Instructor	<a href="#">Enable</a>
SCOM 1203 011 - 62257	htorres@astate.edu	Instructor	<a href="#">Disable</a>
SCOM 1203 011 - 62257	htorres@astate.edu	Instructor	<a href="#">Disable</a>

Banner Course ID\*  
SCOM 1203 011 - 62257

First Name\*  
John

Last Name\*  
Doe

Instructor Email\*  
john DOE@yahoo.com

Password (\* if not an "@astate.edu" or "@gmail.astate.edu" email address)  
john DOEpassword

[Add](#)

\* Required fields

Select a Banner course from the Course ID box, enter the information of the user you wish to add as an instructor, and then click add.

Clicking "Disable" will disable the user's access to the listed course.  
Clicking "Enable" will re-enable the user's access to the listed course.

Updates will occur daily at 12 midnight, 7:00 AM, 12 noon, and 5:00 PM.

### [Menu]

**Merge Courses**  
[Fall 2009](#)  
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[Spring 2010](#)

**Add Instructor**  
[Fall 2009](#)  
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If the "guest" instructor is not an ASU employee, enter their email address, a password (which you must provide to them) and their first and last names in the spaces provided.



Blackboard Utility Package - Windows Internet Explorer

https://apps.astate.edu/blackboard/test/timothy/AddEnrollment.php?Term=200960

File Edit View Favorites Tools Help

Blackboard Utility Package

### Arkansas State University Blackboard Utility Package

Select a Banner course from the Course ID box, enter the information of the user you wish to add as an instructor, and then click add.

Banner Course ID	Instructor Email Address	Role	
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SCOM 1203 011 - 62257	htorres@astate.edu	Instructor	<a href="#">Disable</a>
SCOM 1203 011 - 62257	htorres@astate.edu	Instructor	<a href="#">Disable</a>

Banner Course ID\*

First Name\*  Last Name\*

Instructor Email\*

Password\* (\* if not an "@astate.edu" or "@smail.astate.edu" email address)

\* Required fields

Select a Banner course from the Course ID box, enter the information of the user you wish to add as an instructor, and then click add.

Clicking "Disable" will disable the user's access to the listed course.  
Clicking "Enable" will re-enable the user's access to the listed course.

Updates will occur daily at 12 midnight, 7:00 AM, 12 noon, and 5:00 PM.

#### [Menu]

**Merge Courses**  
[Fall 2009](#)  
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[Spring 2010](#)

**Add Instructor**  
[Fall 2009](#)  
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[Sign Out](#)

Done

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The "guest" instructors may be disabled or re-enabled by clicking on the appropriate button.