

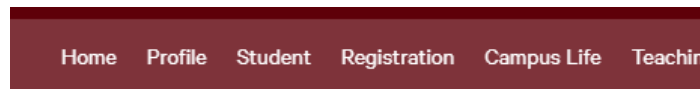
Class Dashboard for Blackboard

Documentation for Class Schedule Builders

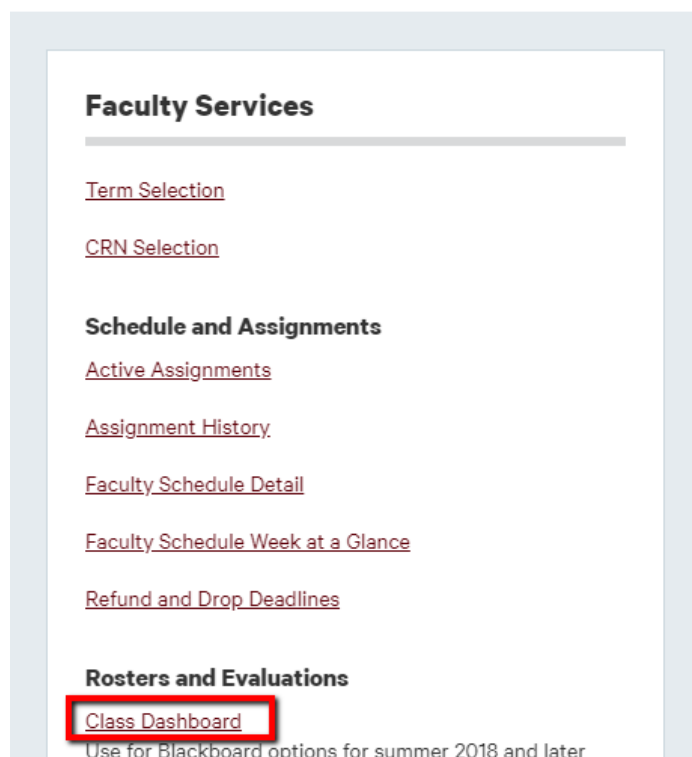
Blackboard shells will no longer be automatically created when builders build a section in Banner (SSASECT) and assign an instructor to the section. Combined Blackboard shells will also no longer be automatically created when sections are crosslisted in Banner (SSASECT).

Instructors will access a class dashboard via My Missouri State to manage which of their class sections will be sent to Blackboard and/or which sections, including crosslisted sections to combine in Blackboard. You will be able to access the class dashboard in the same way as instructors.

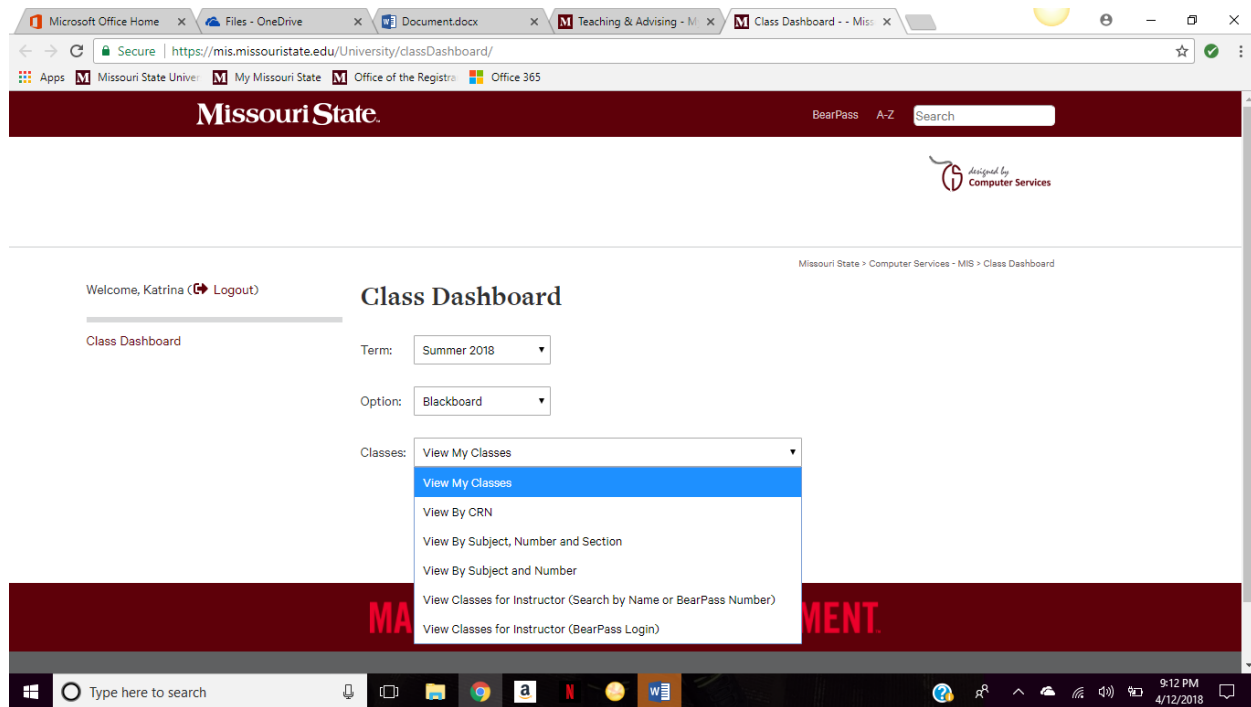
Log in to My Missouri State, go to the Teaching and Advising tab, then to the Faculty Services channel on the left hand side. Scroll down to the Rosters and Evaluations section, the first link is the Class Dashboard link.



Teaching & Advising



You will have several ways you can search classes. You will likely use the ***View Classes for Instructor-Search by Name or Bearpass*** option. Be sure you have the correct term selected.



Class Dashboard

Term:

Option:

Classes:

Search by name or BearPass number:

Please enter both a first and last name. Partial names are okay. 'Last, First' and 'First Last' formats both work. e.g. 'J Doe' or 'Doe, J'

Search for a person by Full Name...

The search will return any classes that the instructor has been assigned to in Banner (SSASECT). All instructors assigned to the section in Banner (SSASECT) will have the class listed in their class dashboard.

Instructors will select the classes they wish to send to Blackboard by checking the boxes in the left most *Select All* column, and choosing *Submit to Blackboard*.

Instructors can also combine crosslisted classes in Blackboard so they have one shell for the multiple classes that are crosslisted. Instructors will select all the sections that have matching crosslist codes, and choose *Combine Banner Classes*. This combines those sections and sends one shell to Blackboard. Instructors do not have *choose Combine Banner Classes AND Send to Blackboard*. The *Combine Banner Classes* creates one shell in Blackboard, for all the sections that were selected.

Blackboard Options

Banner Classes

Blackboard Classes

Combined Blackboard Classes

Administrative Combine Options

Fall 2018 Instructor: Stanley Leasure

Banner Classes

Select All	CRN	Course/Section	Title	Days	Start Time	End Time	Building/Room	Current Enrolled	Dept. Close	Current Wait	Crosslisted Groups	Instructor
☐												
☐	45853	BUS 550-898	Negotn, Meditn & Arbitratn	None	None	None	INET	0	50	0	1A	Leasure, Stanley
☐	45854	BUS 650-898	Negotn, Meditn & Arbitratn	None	None	None	INET	0	50	0	1A	Leasure, Stanley
☐	51368	LAW 231-898	Legal Environment of Business	None	None	None	INET	0	60	0	OX	Leasure, Stanley
☐	45086	LAW 341-899	Legal Research and Writing	None	None	None	INET	0	40	0		Leasure, Stanley
☐	45855	LAW 550-898	Negotn, Meditn & Arbitratn	None	None	None	INET	0	50	0	1A	Leasure, Stanley
☐	52806	LAW 600-898	Legal Environmnt for Bus Mgrs	None	None	None	INET	0	10	0	OX	Leasure, Stanley
☐	45856	LAW 650-898	Negotn, Meditn & Arbitratn	None	None	None	INET	0	50	0	1A	Leasure, Stanley

Submit To Blackboard

Combine Banner Classes

Un-Check All

Once an instructor has sent a class to Blackboard, those classes will be listed on the Blackboard Classes tab. If they've combined classes in Blackboard, those classes will be listed on the Combined Blackboard Classes tab.

*Note: Instructors can also combine sections that are not crosslisted in this same way.

Blackboard Options

Banner Classes												
Blackboard Classes												
Combined Blackboard Classes												
Fall 2018 Instructor: Kristi Oetting (M00063020)												
Banner Classes												
CRN	Course/Section	Title	Days	Start Time	End Time	Building/Room	Current Enrolled	Dept. Close	Current Wait	Max Wait	Crosslisted Groups	Instructor
43014	GEP 101-114	First-Year Foundations	TR	11:00 AM	11:50 AM	UNVH 0201	0	5	0	Max Wait Undetermined		Oetting, Kristi A.

Missouri State > Computer Services - MIS > Show Classes

Blackboard Options

Banner Classes						
Blackboard Classes						
Combined Blackboard Classes						
CRN	Course/Section	Title	Note	Feed Date	Instructor	
43014	GEP 101-114	GEP101-114-FA18 First-Year Foundations-FA18	Sent to Blackboard	02-Apr-18	Oetting, Kristi A.	

Missouri State > Computer Services - MIS > Show Classes

Blackboard Options

Banner Classes	Blackboard Classes	Combined Blackboard Classes
No Combined Classes to Display		

We cannot troubleshoot individual issues since our office does not manage Blackboard, however, if you need help fixing or looking at information in Banner that you think may be impact the instructor's class dashboard/Blackboard information, don't hesitate to contact me.

Additional resources for instructors:

<https://experts.missouristate.edu/x/uBMtB>

<https://helpdesk.missouristate.edu/Blackboardsaas.htm>

Help Desk-- **Phone:** [417-836-5891](tel:417-836-5891) **Email:** HelpDesk@MissouriState.edu