

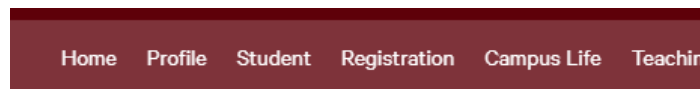
## Class Dashboard for Blackboard

### Documentation for Class Schedule Builders

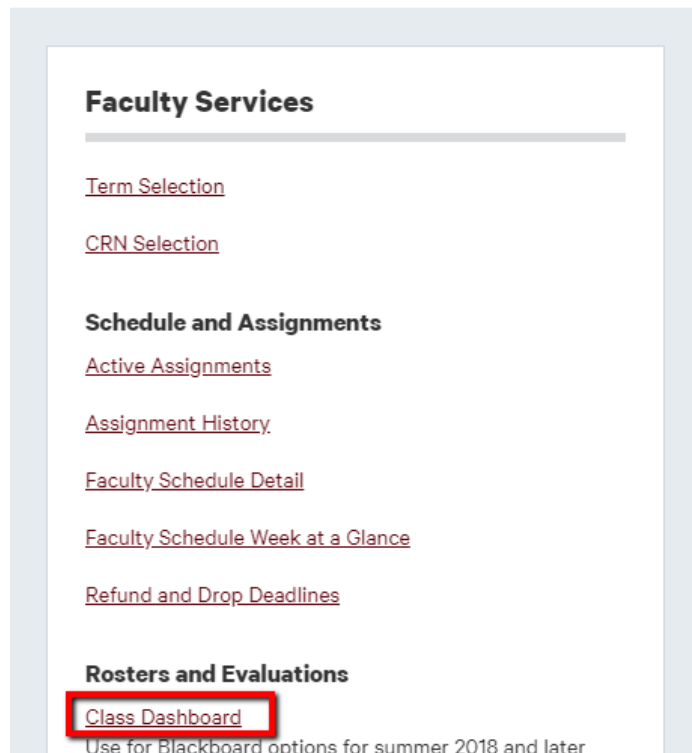
Blackboard shells are no longer automatically created when builders build a section in Banner (SSASECT) and assign an instructor to the section.

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.

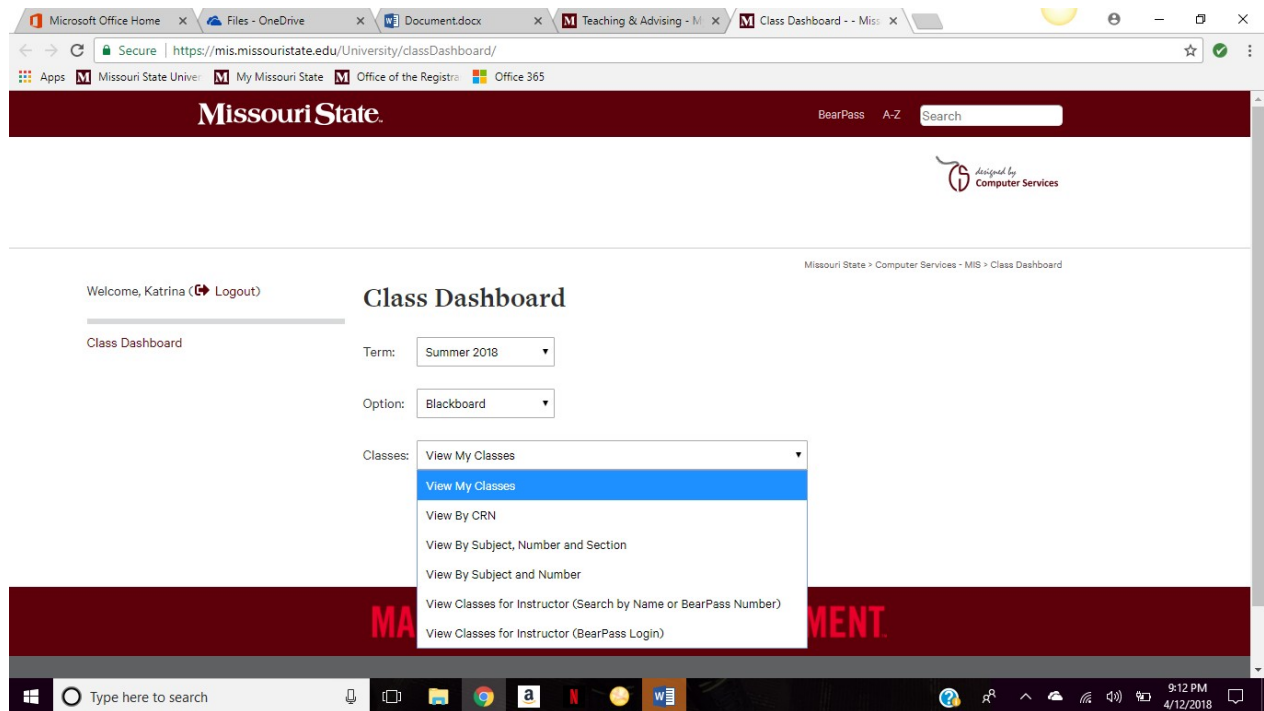
Log in to My Missouri State, go to the Teaching and Advising tab, then to the Faculty Services channel on the left-hand side. Scroll down to the Rosters and Evaluations section, the first link is the Class Dashboard link.



### 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       |
|--------------------------|-------|----------------|-------------------------------|------|------------|----------|---------------|------------------|-------------|--------------|--------------------|------------------|
| <input type="checkbox"/> |       |                |                               |      |            |          |               |                  |             |              |                    |                  |
| <input type="checkbox"/> | 45853 | BUS 550-898    | Negotn, Meditn & Arbitratn    | None | None       | None     | INET          | 0                | 50          | 0            | 1A                 | Leasure, Stanley |
| <input type="checkbox"/> | 45854 | BUS 650-898    | Negotn, Meditn & Arbitratn    | None | None       | None     | INET          | 0                | 50          | 0            | 1A                 | Leasure, Stanley |
| <input type="checkbox"/> | 51368 | LAW 231-898    | Legal Environment of Business | None | None       | None     | INET          | 0                | 60          | 0            | 0X                 | Leasure, Stanley |
| <input type="checkbox"/> | 45086 | LAW 341-899    | Legal Research and Writing    | None | None       | None     | INET          | 0                | 40          | 0            |                    | Leasure, Stanley |
| <input type="checkbox"/> | 45855 | LAW 550-898    | Negotn, Meditn & Arbitratn    | None | None       | None     | INET          | 0                | 50          | 0            | 1A                 | Leasure, Stanley |
| <input type="checkbox"/> | 52806 | LAW 600-898    | Legal Environmnt for Bus Mgrs | None | None       | None     | INET          | 0                | 10          | 0            | 0X                 | Leasure, Stanley |
| <input type="checkbox"/> | 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 |                |                                                |                    |           |                    |
| Blackboard Classes          |                |                                                |                    |           |                    |
| CRN                         | Course/Section | Title                                          | Note               | Feed Date | Instructor         |
| 43014                       | GEP 101-114    | GEP101-114-FA18<br>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 Admin Banner that may be impacting the instructor's class dashboard/Blackboard information, contact our office.

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