

Faculty Guide

In this guide, you will find directions for

- creating your blank shells for Blackboard
- filling out the course merge form,
- hiding courses from previous semesters or child sections for merged courses
- course copy procedures
- uploading the syllabus into your Blackboard Learn courses
- creating course archives
- links to Blackboard Learn help sites

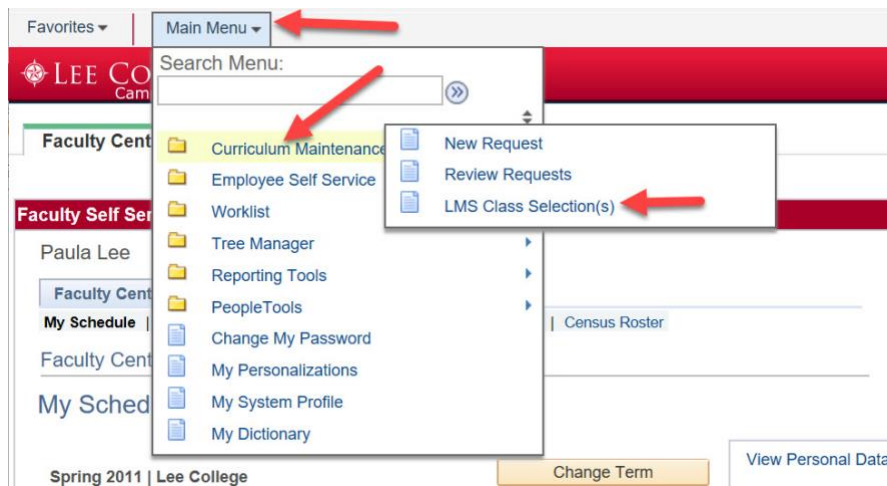
Creating your Blank Shell for Blackboard Learn:

Faculty are responsible for creating their blank shells for each semester and copying over any existing courses or content. These directions will help you create the blank shell, make a course copy, and create an archive of your course(s).

1. Log in to MyLC Campus (You should be able to use the myLC Campus link off the Lee College Home page)
2. Look for the tab labeled: My Page



3. Click on the tab: My Page (if you do not have the My Page tab, click on the Main Menu link)
4. Click on the link: Curriculum Maintenance
5. Click on the link: LMS Class Selection



6. Enter the appropriate term, i.e. 2200- for Fall 2019 or you can just click on the magnifying glass at the end of the box and it will give you a listing of all the terms. Select the one you need.

LMS Class Selection

Enter any information you have and click Search. Leave fields blank for a list of all values.

A screenshot of the LMS Class Selection search interface. It features a 'Find an Existing Value' button, a 'Search Criteria' dropdown, and a search input field with a 'Term' dropdown set to 'begins with'. A red arrow points to the search input field. Below the search field are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

OR

The screenshot shows the 'LMS Class Selection' interface. On the left, under 'Search Criteria', there is a 'Term' dropdown menu set to 'begins with' and an empty text input field. A red arrow points to the 'Search' button below. Another red arrow points to the magnifying glass icon in the search input field. A third red arrow points to the 'Look Up' button in the 'Look Up Term' panel on the right. The 'Look Up Term' panel also has 'Clear' and 'Cancel' buttons, and a 'Basic Lookup' link. Below this, the 'Search Results' panel shows a table with columns 'Term' and 'Description'. The table lists several terms and descriptions, such as '2202 Spring 2020', '2200 Fall 2019', '2194 Summer II 2019', '2193 Summer I 2019', '2192 Spring 2019', '2190 Fall 2018', '2184 Summer II 2018', and '2183 Summer I 2018'. The table is paginated, showing 'View 100', 'First', '1-264 of 264', and 'Last'.

7. Click Search button

At this point, you should see the courses assigned to you for the upcoming term. If you do not see courses listed against your name, then you will need to check with your division chair and secretary to have that information added. You will only be able to create a new course shell if your name is listed against a section.

Class Nbr	Subject Area	Catalog Nbr	Class Section	Description	Create in LMS	Class Created	Initial Student Load
7497	ACCT	2401	F02A	Principles of Acct-I-Financial	Create in LMS		

- When you see your courses listed, click on the yellow button that says "Create in LMS". This will create a blank shell with you assigned as the instructor. Once the course has been created, you will see a date/time stamp in the column labeled "Class Created".

Class Nbr	Subject Area	Catalog Nbr	Class Section	Description	Create in LMS	Class Created
4311	RNSG	1162	F041	Clinical-Nursing-R.N.Training		09/04/13 2:45:21PM

If you are a new instructor to Lee College, this process will create your account in Blackboard as well. Once you have completed these steps, you should be able to login to Blackboard using your network username/password.

What to do if...

1. You create a shell that you do not need or want, please let me know and I will remove it.
2. Your course is cancelled, please let me know and I will delete it from Blackboard.
3. You do not see your students listed. Please remember that I run a script to enroll students prior to the first day of the semester. I will begin running the script about 2 weeks before the semester begins. The enrollment script runs the entire semester. If a student drops your class or you drop the student from your class, and the drop slip is processed by admissions, the script should turn off that student's access to your course.