

Creating and Combining Blackboard Learn Sections

Using the Blackboard Learn Section Maintenance tool through myBama, Instructors of record for classes offered during current and upcoming semesters can choose Blackboard Learn for their sections and can combine sections into Blackboard Learn supersections.

1. Login at myBama.ua.edu with your Bama username and password.
2. Click on the Faculty or Academics Tab. Locate the Banner Self-Service window.
3. Click on Faculty & Advisors to expand these options.
4. Click on Blackboard Learn Section Maintenance (toward the bottom of the list).

CHOOSING BLACKBOARD LEARN FOR YOUR CLASSES

1. Choose the desired term. This will display a list of the sections for which you are the instructor of record. It will also indicate whether each has a Blackboard Learn component.
 - If the **INTEGRATION CODE** is '**Not Integrated with Blackboard Learn**', the section does NOT have a Blackboard Learn component.
 - If the **INTEGRATION CODE** is '**Blackboard Learn**', the section already has a Blackboard Learn component.

Blackboard Learn Section Maintenance

Choose a Term | Make sections available in Blackboard Learn | Combine sections in Blackboard Learn

Choose a term

Term: Summer 2012

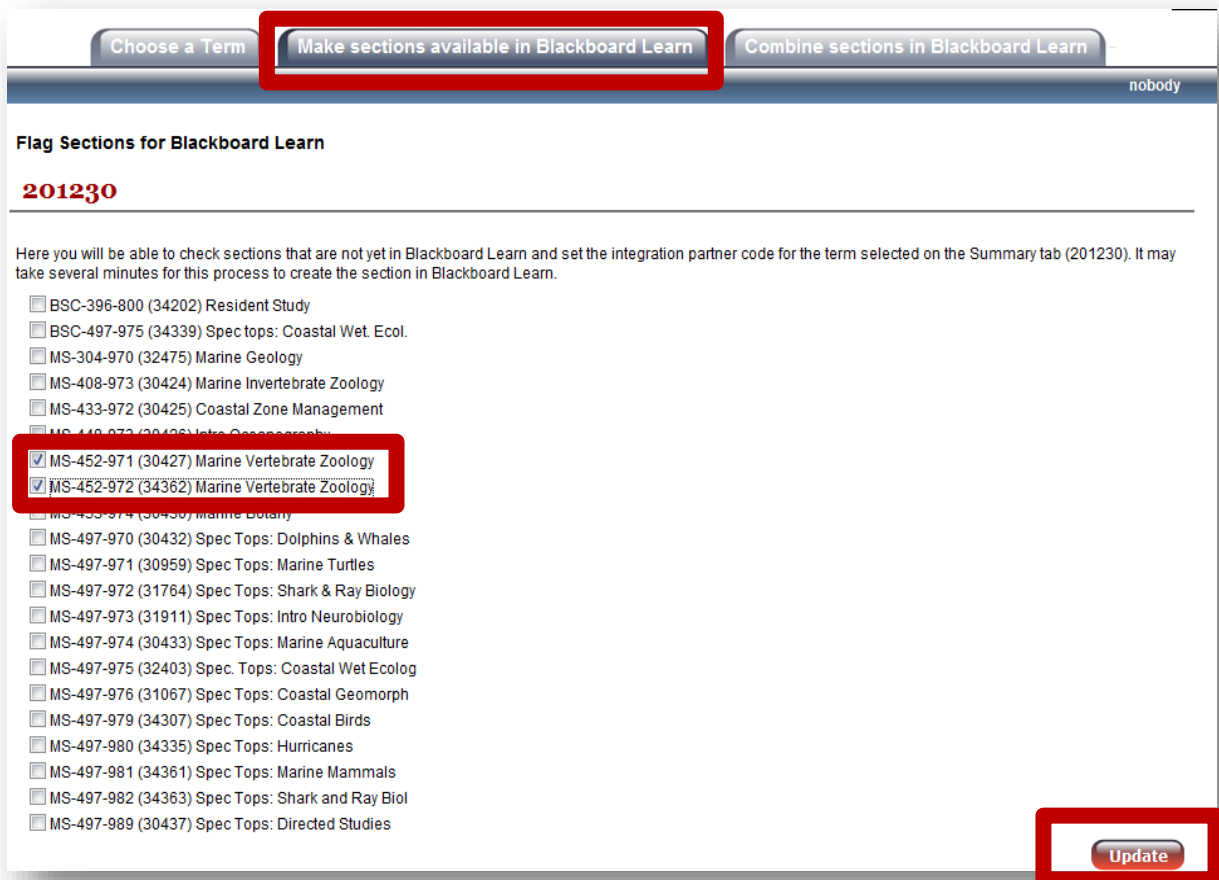
Section Summary

You are listed as instructor of record for the below sections.

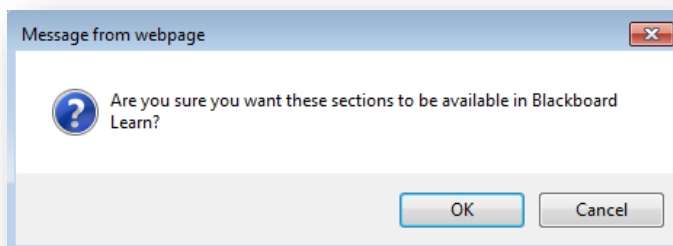
CRN	SUBJECT	COURSE #	SECTION	TITLE	INTEGRATION CODE
34202	BSC	396	800	Resident Study	Not integrated with Blackboard Learn
34339	BSC	497	975	Spec tops: Coastal Wet. Ecol.	Not integrated with Blackboard Learn
32475	MS	304	970	Marine Geology	Not integrated with Blackboard Learn
31068	MS	306	970	Marine Biology	Blackboard Learn
34359	MS	306	972	Marine Biology	Blackboard Learn
30424	MS	408	973	Marine Invertebrate Zoology	Not integrated with Blackboard Learn
32400	MS	419	972	Marine Ecology	Blackboard Learn
34360	MS	419	973	Marine Ecology	Blackboard Learn
30425	MS	433	972	Coastal Zone Management	Not integrated with Blackboard Learn
30426	MS	448	973	Intro Oceanography	Not integrated with Blackboard Learn
30427	MS	452	971	Marine Vertebrate Zoology	Not integrated with Blackboard Learn
34362	MS	452	972	Marine Vertebrate Zoology	Not integrated with Blackboard Learn

NOTE: If sections are missing, contact the department to confirm that you have been assigned as the instructor of record. If you need to change which system is integrated with your section, contact your department's administrative assistant. If you need further assistance with the section maintenance tools, contact 348-3532 or frc@ua.edu.

- To make sections available in Blackboard Learn, click on the **Make Sections Available in Blackboard Learn** tab at the top of the screen. A list of sections for the chosen term will appear. To choose Blackboard Learn for each section, **check the box** next to its title and click **Update**.



- When the confirmation message appears, choose **OK** to make the sections available in Blackboard Learn. A confirmation message appears.



- After a few minutes, the sections will be generated in Blackboard Learn. To confirm this, return to the **Choose a Term** tab and select the desired term. For the sections you selected, the **INTEGRATION CODE** should now be **'Blackboard Learn'**.

Choose a Term Make sections available in Blackboard Learn Combine sections in Blackboard Learn

Choose a term

Term: Summer 2012 ▼

Section Summary

You are listed as instructor of record for the below sections.

CRN	SUBJECT	COURSE #	SECTION	TITLE	INTEGRATION CODE
34202	BSC	396	800	Resident Study	Not integrated with Blackboard Learn
34339	BSC	497	975	Spec tops: Coastal Wet. Ecol.	Not integrated with Blackboard Learn
32475	MS	304	970	Marine Geology	Not integrated with Blackboard Learn
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34360	MS	419	973	Marine Ecology	Blackboard Learn
30425	MS	433	972	Coastal Zone Management	Not integrated with Blackboard Learn
30427	MS	452	971	Marine Vertebrate Zoology	Blackboard Learn
34362	MS	452	972	Marine Vertebrate Zoology	Blackboard Learn

COMBINING BLACKBOARD LEARN SECTIONS

NOTE: Combining Blackboard Learn Sections will make any content and student data from the sections you are choosing to combine unavailable. Contact the FRC at 348-3532 for assistance if your sections have content that needs to be retained.

Warning: Do not combine small sections such as lab or recitation sections with lecture sections where those same students are enrolled. The Blackboard grade import is unlikely to work when sections containing students enrolled in 2 or more of the sections are merged.

Please contact the Blackboard Learn Team at 348-3532 or blackboard.learn@ua.edu if you do not see the sections that you would like to combine, if you wish to combine sections from several academic terms, if you wish to combine your sections with those taught by another instructor, or if sections need to be uncombined.

1. To combine sections in Blackboard Learn, begin by choosing Blackboard Learn for each section that should be combined by following the steps given above. Once these sections are available in Blackboard Learn, they can be combined.
2. From the Blackboard Learn Section Maintenance page, click on **Choose a Term** to choose the desired term. If you have just made sections available in Blackboard Learn, the desired term may already be selected.
3. Click on the tab **Combine Sections in Blackboard Learn**. A list of **Combined** and **Ungrouped** sections appears.
4. Check the boxes next to the sections you would like to combine in Blackboard Learn.

5. Click **Combine Sections into Supersection.**

Combine Sections in Blackboard Learn

201230

Here you can combine sections into SuperSections in Blackboard Learn for the term chosen on the Section Summary tab (201230). If you do not see the sections you want to combine, or if you have questions about Supersections, call the Blackboard Learn help-line at 348-3532.

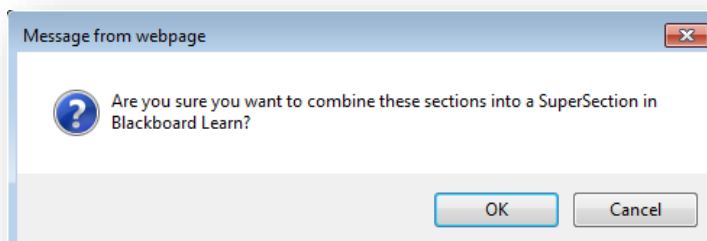
Combined	SuperSection Name	Course Section
	201230.SS.MS-306-970.MS-306-972	MS-306-972 (34359) Marine Biology
	201230.SS.MS-306-970.MS-306-972	MS-306-970 (31068) Marine Biology
	201230.SS.MS-419-972.MS-419-973	MS-419-973 (34360) Marine Ecology
	201230.SS.MS-419-972.MS-419-973	MS-419-972 (32400) Marine Ecology

Ungrouped

- MS-448-973 (30426) Intro Oceanography
- MS-452-971 (30427) Marine Vertebrate Zoology
- MS-452-972 (34362) Marine Vertebrate Zoology

Combine Sections into SuperSection

6. To proceed with combining your sections, choose **OK** when asked to confirm.



Choose a Term Make sections available in Blackboard Learn Combine sections in Blackboard Learn

Your request to create a supersection in Blackboard Learn has been submitted. Please wait 5-10 minutes for this process to complete. X

Combine Sections in Blackboard Learn

201230

Here you can combine sections into SuperSections in Blackboard Learn for the term chosen on the Section Summary tab (201230). If you do not see the section to combine, or if you have questions about Supersections, call the Blackboard Learn help-line at 348-3532.

<u>Combined</u>	SuperSection Name	Course Section
	201230.SS.MS-306-970.MS-306-972	MS-306-972 (34359) Marine Biology
	201230.SS.MS-306-970.MS-306-972	MS-306-970 (31068) Marine Biology
	201230.SS.MS-419-972.MS-419-973	MS-419-972 (32400) Marine Ecology
	201230.SS.MS-419-972.MS-419-973	MS-419-973 (34360) Marine Ecology
	201230.SS.MS-452-971.MS-452-972	MS-452-971 (30427) Marine Vertebrate Zoology
	201230.SS.MS-452-971.MS-452-972	MS-452-972 (34362) Marine Vertebrate Zoology

Ungrouped MS-448-973 (30426) Intro Oceanography

Combine Sections into SuperSection

A message will appear that your request has been submitted. The combination process can take 5-10 minutes. Once this is done, the sections will be shown as **Combined**. You will also receive an email confirming that the sections have been combined.

For more information, contact the Faculty Resource Center at 205.348.3532 or frc@ua.edu and visit our website at <http://frc.ua.edu>.

Last updated 2 June 2015