How to Use the Class Dashboard to Request Blackboard Courses

The Class Dashboard in My Missouri State allows instructors of record to choose the courses they want to use with the Blackboard Learn learning management system. Before the start of each semester, instructors will visit the Class Dashboard to request Blackboard courses for their desired courses. The Class Dashboard allows you to request individual as well as combined Blackboard courses, and you can also use the Class Dashboard to request Master Courses.

> ⓘ If you do not intend to use Blackboard for a course, please do not request a Blackboard course shell for it on the Class Dashboard.

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Watch a video

Step-by-step guides

Request a Blackboard Course

> ⓘ If you plan to use a combined Blackboard course, do not request the individual sections on the Class Dashboard. See below to Combine Courses in Blackboard.

1. To access the Class Dashboard, you can use this link: https://mis.missouristate.edu/University/classDashboard/
2. You can also access the Class Dashboard by navigating to My Missouri State and selecting the **Teaching & Advising** tab.
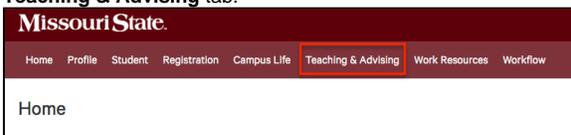
3. On the Teaching and Advising tab, there is a module called **Faculty Services** and a menu for **Rosters and Evaluations**. The Class Dashboard is in this menu.
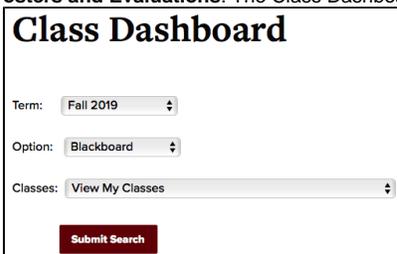
4. Click on **Class Dashboard** and a new browser page will open. This is the Class Dashboard menu.

5. Select the term for the courses you want created in Blackboard.
6. Click **Submit Search**.
7. A new page will load called Blackboard Options. This will list all of the courses you are assigned to for the selected term.
8. Select the checkbox to the left of the course name for each class you want to have a Blackboard course for.

> ⓘ Please do not "Select All" if you do not use Blackboard for all of your courses. Only select the courses you will actually be using in Blackboard.

9. Click **Submit to Blackboard**.
10. Select a course template from the drop-down list. The template will apply to all courses selected. If you need help deciding which template to use, see How to Choose a Blackboard Template.

11. Click **Submit**. You will receive an email after submitting, and your courses will be created in Blackboard within a few hours.

> ⓘ It typically takes at least 2-4 hours before requested courses appear on Blackboard. However, this process can take up to 48 hours.

Combine Courses in Blackboard

In the past, combined courses were created by individual departments in Blackboard by cross listing them in Banner. Now, instructors can combine any of their courses using the Class Dashboard. Typically, combined Blackboard courses are used by instructors teaching multiple sections of the same course or the undergraduate and graduate sections of a course. If you choose to combine courses in Blackboard, the enrollments for the selected sections will be added to one Blackboard course.

Please do not request the individual courses of the ones you plan to combine. This is unnecessary and creates clutter.

1. Follow steps 1-7 above.
2. Select the check box to the left of the course names that you want to combine in Blackboard. This will combine the enrollments of all selected courses/sections into a single Blackboard course.
3. Click **Combine Classes in Blackboard**.

> ⚠ Before combining courses, make sure you select the correct courses/sections. Once you start adding course content to a combined course in Blackboard there is no way to separate individual course content and data into separate courses.

4. Enter a name for your combined course and hit **Submit**. You do not need to include the semester/term; it will be added to the end of the name automatically.

> ⓘ This name is what you and your students will see when looking for the course in Blackboard, so make sure it is clear and easily identifiable. The semester/term will be appended to the name for you automatically, "FA19" for example, so you do not need to include it in the name.

5. Select a template from the drop-down menu. If you need help deciding which template to use, see How to Choose a Blackboard Template.
6. Click **Submit.** The **Combined Blackboard Courses** tab will open and the list of all combined courses is shown. You will receive an email after submitting, and your combined course will be created in Blackboard within a few hours.

7. You can return to the Combined Blackboard Courses tab at any time to add or remove a course from the combined Blackboard course using the **Add or Remove CRN** button. This will simply add or remove the enrollments from the entered CRN to or from the existing combined course. It will not create a separate Blackboard course or delete the existing combined course.

ⓘ It typically takes at least 2-4 hours before requested courses appear on Blackboard. However, this process can take up to 48 hours.

Request a Master Course Shell

Master Template courses are used to design courses you teach frequently, and they can be copied into your regular, semester Blackboard courses. See Best Practices for Using Master Courses for more information. You can use this form to request as many Master Template courses as you need.

1. To request a new Master Template course, follow steps 1-4 above.
2. On the Class Dashboard menu, select any term from the drop-down menu, and click **Submit Search**. (Master courses are not tied to specific terms so your selection here does not matter).

3. On the Blackboard Options page, select the **Master Shells** tab.
4. Click **Create Master Course Shell** to begin the request process. Please refer to the instructions at the top of the form before filling it out.

5. Master Template courses have a specific ID and name format so that they can be easily identified in Blackboard. The first box on the form asks you to enter the **Course ID** for your Master Course: this is typically the course code and number, such as **GEP101** or **ENG110**. The second box asks you to enter a **Course Name** for your Master Course. We strongly recommend the format: **Master Course - Course Code Course Number: Course Name**. Adding "Master Course" to the name makes it easily identifiable in your list of courses on Blackboard.

6. When you are satisfied with the Course ID and Name, select a template from the drop-down menu. If you need help deciding which template to use, see How to Choose a Blackboard Template.

Create Master Shell Form

Please note: The Master Shell Course ID is limited to sixty (60) alphanumeric characters and hyphens. The ID of each shell you create will be prefixed with "Master-iyb1231-".
The Master Shell Course Name (which can be changed later in Blackboard) has a character limit of ninety-five (95) and will accept alphanumeric characters, spaces, slashes, hyphens and colons only.

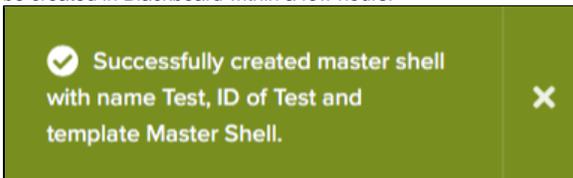**Master Shell Course ID**

CRM383

Master Shell Course Name

Master Course - CRM 383: Serial Kill

Select a Template

✓ Master Shell
Online Course

Submit   Cancel

7. Double check the Course ID and Course Name for accuracy, then hit **Submit**.

> ⚠ The Course ID will be prepended with "Master-YourBearPassLogin-". This format cannot be changed. The Course Name will appear exactly as you entered it on the form.

8. You will see a confirmation message and a display of your requested Master Template courses. You will receive an email after submitting, and your new Master Template course will be created in Blackboard within a few hours.

> ✓ Successfully created master shell with name Test, ID of Test and template Master Shell.   ✕

> ⓘ It typically takes at least 2-4 hours before requested courses appear on Blackboard. However, this process can take up to 48 hours.