Class Quick Guide

Blackboard Learn Common Environment Set up

1. **What you need to know from your faculty:**
   - Which sections need to share one BBLearn environment.
   - Which of the sections is the **Master Section**. You will need the Class Number for this section only.
   - Which **Instruction Mode** fits their situation – this should be applied to all sections.

```markdown
Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Basic Data tab
```

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Required Internet Use</td>
</tr>
<tr>
<td>I</td>
<td>Entirely Internet Based</td>
</tr>
<tr>
<td>J</td>
<td>All Internet, Specific Times</td>
</tr>
<tr>
<td>K</td>
<td>All Internet, Additional On-Campus Time</td>
</tr>
<tr>
<td>O</td>
<td>Optional Internet Use</td>
</tr>
<tr>
<td>H</td>
<td>Hybrid – Asynchronous Online</td>
</tr>
<tr>
<td>S</td>
<td>Hybrid – Synchronous Online</td>
</tr>
</tbody>
</table>

**Important:** It is key that shared environments be created *before* students and instructors begin working in BBLearn. If a shared environment is created after students have submitted work in BBLearn, only the students’ work/data in the Master Section will be retained. Student work/data in any of the other “shared sections” will be lost. This is also applies to any content that the instructor has created, if content is placed by the instructor, only the content in the Master Section will be retained. **If at all possible, shared environments should be set up prior to the beginning of a term,** but may be done later if the faculty feels no important data may be lost.

2. **What to do next:**

Check to see if **all** the sections are set up in one **Combined Section**. A quick way to do this is navigate to: **Curriculum Management** > **Schedule of Classes** > **Maintain Schedule of Classes**

1. Call up any one of the sections.
2. Go to the Meetings tab.
3. Under the Meeting Pattern heading there should be a link call **Combined Section** next to the **Contact Hours** link.
4. If there is, click the Combined Section link to see if all the sections are listed.
5. If so, all you need to do is ensure the Instruction Mode on the Basic Data page is setup correctly.

If **all** sections are **NOT in one Combined Section** then

**Curriculum Management** > **Schedule of Classes** > **Maintain Schedule of Classes**

1. On the Basic Data page add a Class Attribute (see bottom of page).
2. Click plus button.
3. Course Attribute: WBCT
4. Course Attribute Value: input the Class Number (registration number) of the **Master Section**.
5. Save.
For All Sections Using BBLearn

Instruction Mode -- All sections that use BBLearn should have the Instruction Mode value on the Basic Data page adjusted according to how much the internet is involved in the delivery of the class. The instructor should indicate which Instruction Mode value is appropriate for all sections involved. For each section, change the Instruction Mode on the Basic Date page to the appropriate value below.

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Basic Data tab

Instruction Mode: Select one of the values below.

<table>
<thead>
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</tbody>
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BBLearn Setup for Sections that Share an Environment

There are two kinds of PeopleSoft setups for shared BBLearn Environments:
- Sections that all meet same days/time/place and are set up as Combined Sections.
- Sections that do not meet together.
- Sections in a Combined Section setup that also need to share a Vista environment with sections that do not meet with the Combined Sections at the same days/time/place.

Information from PeopleSoft is imported to BBLearn where shared environments are created. In all cases, one of the sections in the shared environment must be identified as the “Master.” This is the section that “holds” all the content the faculty has entered. All other sections “share” that content and are directed to the Master section environment. It is important that once the Master section is established that it is not changed.

Your faculty need to notify you when they have sections that need to be placed in a shared BBLearn environment.

For sections that all meet same days/time/place - Combined Section Setup

If sections need to be set up as Combined Sections (because they meet same days/time/place) you would do the regular Combined Section setup. See the Combined Section BPG for more information.

The only special thing you need to remember for Vista is that when you do the first part of the Combined Section setup that requires a Short Description, input the subject, number, and section of the **Master Section** in the Short Description without any spaces between subject, number or section. For example: HIST43570, ENGL13001, or MUSC112B01.

Curriculum Management > Combined Sections > Combined Sections Table

<table>
<thead>
<tr>
<th>Combined Sections ID</th>
<th>Description</th>
<th>Short Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0380</td>
<td>HIST 101-01/02</td>
<td>HIST10101</td>
</tr>
</tbody>
</table>

You will also need to adjust the Instruction Mode as described above.
Non-Combined Sections or Combined Plus Non-Combined Sections Sharing One BBLearn Environment

The Combined Section setup done during schedule building will automatically create a common learning environment in BBLearn. If faculty want a shared environment for sections that are not in a Combined Section setup you will need to do one additional piece of setup. This setup would apply to any of the following situations:

- Two or more non-combined sections
- Two or more combined Section groups
- One or more combined Section groups with one or more non-combined sections

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

1. Call up any of the sections that will share an environment.
2. At the bottom of the Basic Data page under “Class Attributes” click any of the existing plus buttons.
3. Course Attribute: WBCT
4. Course Attribute Value: Input the Class Number (Class Registration Number) of the MASTER SECTION. (See discussion at top of BPG for more information on the Master Section.)
5. Click Save.
6. Repeat steps 1-5 for all sections that will share one Vista environment. On each section input the MASTER SECTION Class Number for the Course Attribute Value.

<table>
<thead>
<tr>
<th>Course Attribute</th>
<th>Course Attribute Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEV</td>
<td>Course Level</td>
</tr>
<tr>
<td>GE</td>
<td>General Education</td>
</tr>
<tr>
<td>OFRD</td>
<td>Semester Offered</td>
</tr>
<tr>
<td>WBCT</td>
<td>WBCT Master Section</td>
</tr>
<tr>
<td>WBCT</td>
<td>Master Section Class Number (Registration Number)</td>
</tr>
</tbody>
</table>

Note: If you have one or more Combined Section groups sharing a BBLearn environment do not alter the Combined Section group itself. Just give each section in the Combined section group the Class Attribute as described above.
Removing a Section or Sections from a BBLearn Shared Environment

For Sections that have the WBCT Attribute:
If you have added a BBLearn Class Attribute to a section or sections and the faculty no longer wants one or more of the sections to share that environment you need to delete the WBCT Class Attribute AND email BBLearn@csuchico.edu.

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

1. On the Basic Data page scroll to the bottom of the page to the Class Attributes.
2. Only two Attributes will display so you will need to click on View All to see all Attributes.
3. Click the minus button to the right of the WBCT Attribute.
4. Click Save.

Combined Sections
If the section or sections the faculty wants removed from the shared environment are part of a Combined Section setup and you have not added the WBCT Class Attribute to the sections, then you will need to add a WBCT Attribute to “exclude” the section or sections within the combination from the BBLearn shared environment.

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

1. Call up any of the sections that need to be removed from the shared environment.
2. At the bottom of the Basic Data page under “Class Attributes” click any of the existing plus buttons.
3. Course Attribute: WBCT
4. Course Attribute Value: EXCLUDE
5. Click Save.

Important: If at all possible, removing sections from shared environments should be done prior to the beginning of a term. If an “excluded” section must be later added back into a group of shared sections, it is best that this be done before students submit work in BBLearn. (See BBlearn Setup for Sections that Share an Environment, above.)