



Making your Blackboard Course Sections Active – Course Directors & Assistant Course Directors

Introduction:

If you would like to use Blackboard for this semester, there are a few steps that are required to make your Blackboard Course Sections active. This guide describes the process step by step for Course Directors and Assistant Course Directors.

Course Directors

One of the great enhancements that USMA has provided to the Blackboard System is the ability to copy material across multiple sections. As a course director this process is particularly important. Since not all course directors at USMA will be using Blackboard, before you can copy material across multiple courses, you must first activate your course director account in Blackboard. *(Note: all instructors for subordinate courses must also activate their account as well.)*

Activating your account will make you an observer in all subordinate Blackboard Course Sections. This will allow you to use the copy process to copy material across multiple sections (see separate document entitled "Blackboard Copy Instructions").

Activating your Course Director Account in Blackboard

Step One: Login to the AMS system. The login url is:
<https://apps.usma.edu>

Step Two: Once logged in, you will be brought to the Academy Management System (AMS) Staff & Faculty Portal (make sure that the correct year and term are selected).

Step Three: You will then see listed all Course Director assignments as in the listing below. To make yourself active change "None" to "Observer" in the ACTION drop-down menu and then click the "Set Status" button.

Step Four: Overnight your activation request will be processed and you have access as an instructor to all subordinate courses. These course sections can be viewed in the "My Courses" area of Blackboard. Follow the directions in the document "Blackboard Copy Instructions" to copy content from one course section to one or multiple course sections.

Activating and Merging all Subordinate Sections

As Course Director, you now have two options: See graphic below

One: Activate all sections not already activated

Two: Activate and Merge all sections

DECEMBER 2014 Reset

S	M	T	W	T	F	S
	1 1-36	2 2-36 S-8	3 1-37	4 2-37 T-8	5 1-38	6 A/D
7	8 2-38 U-8	9 1-39	10 2-39	11 1-40	12 2-40 Last Day of Classes Modified Day	13 F Away FB Beat Navy at Baltimore
14	15 Reading Day/ TEEs Begin	16 Term End Exams	17 Term End Exams	18 Term End Exams	19 Term End Exams December Grad.	20 Last Day of TEEs/ Winter Lv Begins
21 Winter Lv	22 Winter Lv	23 Winter Lv	24 Winter Lv	25 Holiday Christmas Winter Lv	26 Winter Lv	27 Winter Lv
28 Winter Lv	29 Winter Lv	30 Winter Lv	31 Winter Lv			

ACADEMIC CALENDAR ?

Online "Buff Card"

"Buff Card" AY2014-2015

(PDF, 100kB, upd. 12/18/2014)

Import 2015-1 to my Exchange

Remove 2015-1 from my Exchange

OTHER CALENDARS

WP Master Calendar (USMA G3)

Cadet Review Schedule (USCC)

USMA Band Concerts (USMA Band)

USMA Internal Public Reports

- R-Day USMA**
- DCA Rosters**

My AMS User Roles

Faculty Development

USMA Faculty: click here to provide your developmental data.

- Faculty Development**

Course Director Assignments

Manage course rosters, courses templates and grades posting.

AYT	COURSE	ACTIVATE	ACTION
2015 1	LW474	LAW OF ARMED CONFLICT	<div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;"> none ▼ </div> USMA Web Grades
SUBORDINATE SECTIONS' BLACKBOARD ACTIVATION LEVEL for LW474			
<input type="radio"/> Activate sections - activate subordinate sections not already activated <input type="radio"/> Activate sections - activate and merge subordinate sections not already activated			
2015 1	LW498	THESIS I: PROPOSAL & RESEARCH	<div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;"> none ▼ </div> USMA Web Grades
SUBORDINATE SECTIONS' BLACKBOARD ACTIVATION LEVEL for LW498			
<input type="radio"/> Activate sections - activate subordinate sections not already activated <input type="radio"/> Activate sections - activate and merge subordinate sections not already activated			
Set Blackboard Activation Status:			<div style="border: 1px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> <input type="button" value="Set Status"/> </div>

Assistant Course Directors

One of the great enhancements that USMA has provided to the Blackboard System is the ability to copy material across multiple sections. As an assistant course director this process is particularly important. Since not all assistant course directors at USMA will be using Blackboard, before you can copy material across multiple courses, you must first activate your assistant course director account in Blackboard. (Note: all instructors for subordinate courses must also activate their accounts as well. This document has instructions on how to do both of these procedures.)

Activating your account will make you an observer in all subordinate Blackboard Course Sections. This will allow you to use the copy process to copy material across multiple sections (see separate document entitled "Blackboard Copy Instructions".)

Activating your Assistant Course Director Account in Blackboard

Step One: Login to the AMS system. The login url is:

<https://apps.usma.edu>

Step Two: Once logged in, you will be brought to the Academy Management System (AMS) Staff & Faculty Portal 2003-2

Step Three: You will then see all listed all Assistant Course Director assignments as in the image below. To make yourself active, change None" to "Observer" in the ACTION drop-down menu and then click the "Set Status" button

West Point Academy Management
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STAFF FAC PORTAL 2015-1

AMS PORTAL HOME | Report Attendance | Blackboard | 2015-1 Settings | What is the AMS? | Help | Redbook | Greenbook

DECEMBER 2014 Reset

S	M	T	W	T	F	S
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7	8 2-38 U-8	9 1-39	10 2-39	11 1-40	12 2-40 Last Day of Classes Modified Day	13 F Away FB Beat Navy at Baltimore
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28 Winter Lv	29 Winter Lv	30 Winter Lv	31 Winter Lv			

ACADEMIC CALENDAR

My AMS User Roles

Faculty Development
USMA Faculty: click here to provide your developmental data.
• Faculty Development

Assistant Course Director Assignments
Manage course rosters, courses templates and grades posting.

AYT	COURSE	ACTIVATE	ACTION	ACTION	
2015 1	MC364	MECHANICS OF MATERIALS	none	USMA Web Grades	8Taps

Set Blackboard Activation Status:

Rules for ACTIVATE column:

1. Choose 'none' if you do not want your sections available in the Blackboard Learning System.
2. Choose 'observer' if you want your sections available in the Blackboard Learning System.

Step Four: At 4am each morning your activation request will be processed and you have access as an instructor to all subordinate courses. They can be viewed in the "My Courses" area of Blackboard. At this point, follow the directions below to copy content from one course to one or multiple courses.