Streamlining Course Listings and Management in Blackboard Learn

There are two systems at CSU Chico that impact course listings for faculty and students:

- PeopleSoft is used for student enrollment and for specifying which instructors are teaching specific sections.
- Blackboard Learn (Bb Learn) is the campus learning management system where instructors post, at a minimum, a syllabus and grades; and more commonly, course content, discussion boards, assignments, and tests.

Overview of the Process for Configuring Courses in PeopleSoft and Blackboard Learn

1. Department ASC/ASAs configure class sections, faculty and students in PeopleSoft. See the Business Process Guide section of the Academic Publications and Scheduling Services website for details.
2. These sections are "loaded" into Blackboard Learn prior to the start of the semester. By default, each course section has a corresponding course "shell" or listing on the Bb Learn Home Page.
3. New sections and add/drops are transferred from PeopleSoft to Bb Learn every hour.

What are common scenarios for streamlining course listings in Blackboard Learn?

Common Learning Environment

If an instructor is teaching multiple sections of a course, using the same content, but with different students in each section, the instructor may want to ask the department ASC or ASA to set up a common learning environment in PeopleSoft.

This streamlines course management because you only need to manage course content within a single "master" section. See below.

Note: It is important to request a common learning environment BEFORE the instructor loads content into a section. Making a request for a common learning environment after the semester starts could result in deleted student submissions, discussion posts, etc., if those submissions occurred in a section other than the "master."

Hide the Lab/Discussion/Activity Section

If an instructor is teaching BOTH the lecture and a lab/activity/discussion section, and the students are the SAME in all of the sections, the instructor may want to "hide" the activity section from the Bb Learn Home Page. Faculty, staff and students can control the information which is displayed in the My Bb Learn Courses list in Blackboard Learn by clicking on the little gear icon. Contact the Technology and Learning Program if you need assistance.

Other

Sometimes, there are multiple PeopleSoft components for labs, discussions, activities, with multiple instructors assigned to each of those components. In those cases, the instructor should determine the preferred set up.
The above are just sample PeopleSoft class setup components.

### Making Changes to a Common Learning Environment Configuration

Once a common learning environment has been set up in Blackboard Learn, you must send an email to bblearn@csuchico.edu for any of the following changes:

- Adding a section to an existing Common Learning Environment set up (for example, sections 01 and 02 configured as common learning environment in PeopleSoft in August, new section 72 added to PeopleSoft in September)
- Separating/removing a section from an existing Common Learning Environment (for example, if a course has multiple instructors who do not want to work within a common learning environment)
- Changing the master section for an existing Common Learning Environment (for example, the instructor changed their mind about the common learning environment setup)

Failure to send an email to bblearn@csuchico.edu will likely result in one of the following scenarios:

- Half of the roster is missing
- Grade center is not listing all sections
- Students are not seeing the correct section, or not seeing the correct content