



FORT HAYS STATE UNIVERSITY

LEARNING TECHNOLOGIES

Forward thinking. World ready.



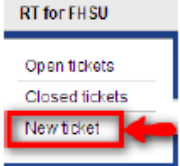

Submitting a Request for Blackboard Course Merge of Multiple Sections

Q: Do I need to merge sections?

A: By default, Blackboard courses are created for all active course section. You may find it helpful to merge multiple sections or cross-listed courses into a single Blackboard course if you do not wish to post identical assignments and information in multiple locations. However, there may be instances where combining courses is not recommended, such as where exams need to be given to the various sections at different times, or if the total enrollment of multiple course shells is greater than 100. (If your enrollments are greater than 100, then it would be best to utilize the separate shells for our content and grade center.) We recommend that you evaluate your needs in order to develop a course management strategy.

Note: *Instructors who want to merge the course sections must submit merge requests to CTC by noon two business days before the first day of class. Students will be loaded into the Blackboard system at approximately noon one business day before the first day of class.*

How to Submit a Multiple Sections Merge Request


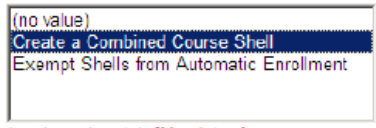
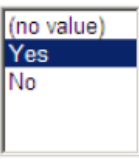
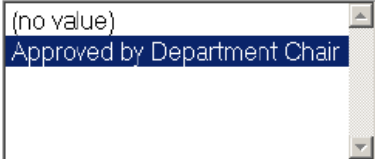
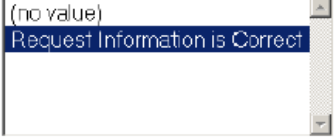
Step 1: Go to the request site: https://requestcat.fhsu.edu/ .	
Step 2: Login with your TigerTracks account.	
Step 3: Click New ticket link at the upper left to start your request.	
Step 4: Enter Subject of your request in <i>RT Self Service/Create a ticket</i> page	



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<p>Step 5: Select the sections that you would like to combine. Hold left “Ctrl” key on your keyboard to select multiple shells.</p> <p>Note: You can only see the Course ID’s for the upcoming semester.</p> <p>Note: If you can’t see your courses here, please provide the course ID and names in the text box, at the bottom of the request form.</p>	<p>Blackboard Course Shell(s) You Are Instructing (hold left 'ctrl' to select multiple) (Enter additional courses in the request description) <i>Select multiple values</i></p> 
<p>Step 6: Select Combine Course Shells as Course Shell Action.</p>	<p>Course Shell Action <i>Select one value</i></p>  <p><i>Input must match [Mandatory]</i></p>
<p>Step 7: If you want to delete default individual shells and only have a combined course shell listed under your Blackboard account, select Yes. If you want to have a combined course shell and keep your individual shells, select No.</p> <p>Note: In most cases, you will want to choose Yes – “delete the existing individual course shells”</p>	<p>Combine course shells AND delete default individual shells? <i>Select one value</i></p> 
<p>Step 8: Course shell combinations MUST be preapproved by your department chair. Please check your chair first. If your chair okayed this request, select Approved by Department Chair in the box.</p>	<p>Approved by department chair? (Course shell combinations and enrollment exemptions “must” be pre-approved by your department chair.) <i>Select one value</i></p>  <p><i>Input must match [Mandatory]</i></p>
<p>Step 9: Confirm your information that you filled out in the form. If the information in the request is correct, select Request Information is Correct.</p>	<p>Is the information in this request correct? Changes cannot be made after submission except through appending a reply to the ticket. Expect completion of the request within two business days. <i>Select one value</i></p>  <p><i>Input must match [Mandatory]</i></p>



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<p>Step 10 (Optional): You can provide more information or your request details in the text box at the bottom of the page. (EX: If you do not see your course sections in the course list box of the request form, you can provide your course details here.)</p>	<p>Describe the issue below.</p> <p>If you have any questions about this request, you can reach me at 785-628-4194...</p>
<p>Step 11: Click Create Ticket to Submit Your Request</p>	<p>Create ticket</p>

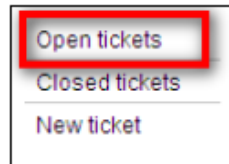
View or Modify Your Ticket

View or Modify Your Ticket

Changes cannot be made after submission except through appending a reply to the ticket. If you want to modify the ticket after submission, you can “Reply” in the ticket’s history area.

To view your submission or modify your request,

you can go to **Open tickets** at the upper left



2. Click on the request that you just created.

3. Next page, you will see all the request information. If you want to modify the ticket, click

Reply button at the lower right in History area.

The Basics

Id: 30
Status: new
Priority: 0
Queue: Blackboard Batch Enrollment

Blackboard Course Shell(s) You Are Instructing (hold left 'ctrl' to select multiple):

- CICS101_VA_U2010
- CICS101_VB_U2010

Course Shell Action: Combine Course Shells

Combine course shells AND delete default individual shells?: Yes

Approved by department chair? (Course shell combinations and enrollment exemptions *must* be pre-approved by your department chair.): Approved by Department Chair

Is the information in this request correct? Changes cannot be made after submission except through appending a reply to the ticket.: Request Information is Correct

Dates

Created: Fri Apr 02 07:04:25 2010
Starts: Not set
Started: Not set
Last Contact: Not set
Due: Not set
Closed: Not set
Updated: Fri Apr 02 07:04:28 2010 by bbstudent

History

Fri Apr 02 07:04:25 2010 Student, Bb - Ticket created
Subject: Request: Course Merge of Multiple Sections for 2010 Summer

Brief headers — Full headers

[Reply](#)

4. After modifying the ticket, you can click

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email bbsupport@fhsu.edu.