Blackboard Utility Package User Guide



Login using your network account (e.g., jdoe@astate.edu) and your password.



Choose the term for which you wish to merge a course by clicking on it. Merging courses **merges students ONLY – content is not moved**. Therefore the courses should be merged first and content added after the merge.

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Courses "available" to merge are listed in the bottom left column. Highlight by clicking on the course and then use the arrow to move to the center column. (Note the courses are identified by the 11-character "prefix, course number and section number" followed by a hyphen and the CRN as found in Banner and used in Blackboard.)

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Enter the "new" merged course name here and click on the Merge button.

Add Instructor Utility



Choose the term for which you are adding an instructor to your Blackboard course by clicking on it.

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The drop down box lists all courses for which you are instructor of record in the Banner system. Drop down to the course for which you wish to add an instructor.

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If your "guest" instructor is an ASU employee you need only enter their ASU email address and click on add.



If the "guest" instructor is not an ASU employee, enter their email address, a password (which you must provide to them) and their first and last names in the spaces provided.

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The "guest" instructors may be disabled or re-enabled by clicking on the appropriate button.