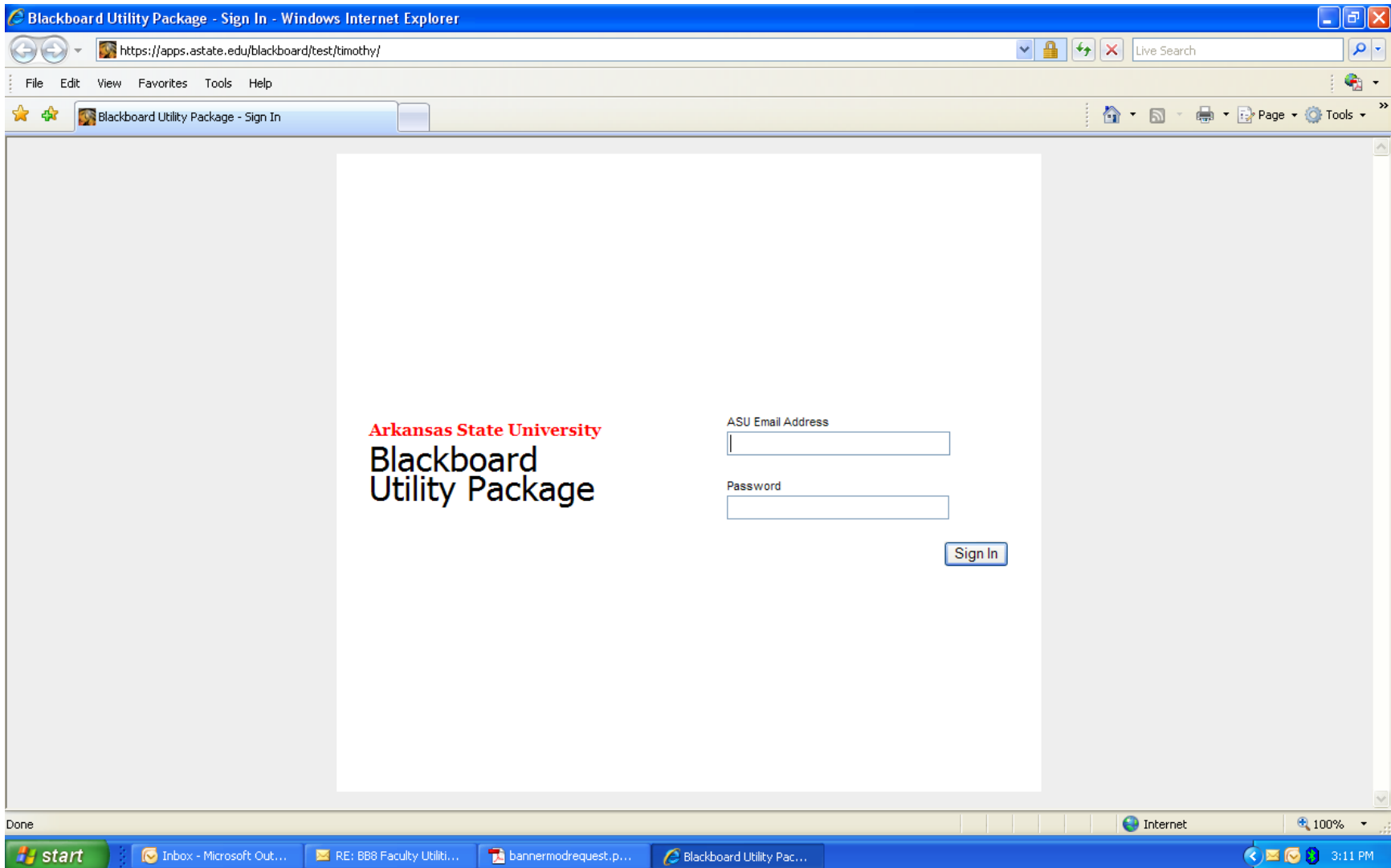


# Blackboard Utility Package User Guide



Login using your network account (e.g., [ido@astate.edu](mailto:ido@astate.edu)) and your password.

## Add Instructor Utility

Arkansas State University  
Blackboard  
Utility Package

Select a Banner course from the Course ID box, enter the information of the user you wish to add as an Instructor, and then click add.

Banner Course ID	Instructor Email Address	Role	
SCOM 1203 011 - 62257	john DOE@yahoo.com	Instructor	<a href="#">Enable</a>
SCOM 1203 011 - 62257	htorres@astate.edu	Instructor	<a href="#">Disable</a>
SCOM 1203 011 - 62257	htorres@astate.edu	Instructor	<a href="#">Disable</a>

Banner Course ID\*

First Name\*

Last Name\*

Instructor Email\*

Password (\* if not an "@astate.edu" or "@small.astate.edu" email address)

\* Required fields

Select a Banner course from the Course ID box, enter the information of the user you wish to add as an Instructor, and then click add.

Clicking "Disable" will disable the user's access to the listed course.  
Clicking "Enable" will re-enable the user's access to the listed course.

Updates will occur daily at 12 midnight, 7:00 AM, 12 noon, and 5:00 PM.

**[Menu]**

Merge Courses  
[Fall 2009](#)  
[Interim 2009](#)  
[Spring 2010](#)

Add Instructor  
[Fall 2009](#) ←  
[Interim 2009](#)  
[Spring 2010](#)

[Sign Out](#)

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

Blackboard Utility Package - Windows Internet Explorer

https://apps.astate.edu/blackboard/test/timothy/AddEnrollment.php?Term=200960

File Edit View Favorites Tools Help

Blackboard Utility Package

### Arkansas State University Blackboard Utility Package

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SCOM 1203 011 - 62257	htorres@astate.edu	Instructor	<a href="#">Disable</a>

**Banner Course ID\***

**First Name \***

**Last Name \***

**Instructor Email \***

**Password \*** (\* if not an "@astate.edu" or "@smail.astate.edu" email address)

\* Required fields

Select a Banner course from the Course ID box, enter the information of the user you wish to add as an instructor, and then click add.

Clicking "Disable" will disable the user's access to the listed course.  
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### [Menu]

**Merge Courses**

- [Fall 2009](#)
- [Interim 2009](#)
- [Spring 2010](#)

**Add Instructor**

- [Fall 2009](#)
- [Interim 2009](#)
- [Spring 2010](#)

[Sign Out](#)

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.

Blackboard Utility Package - Windows Internet Explorer

https://apps.astate.edu/blackboard/test/timothy/AddEnrollment.php?Term=200960

File Edit View Favorites Tools Help

Blackboard Utility Package

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SCOM 1203 011 - 62257	htorres@astate.edu	Instructor	<a href="#">Disable</a>
SCOM 1203 011 - 62257	htorres@astate.edu	Instructor	<a href="#">Disable</a>

Banner Course ID\*  
SCOM 1203 011 - 62257

First Name\* Henry

Last Name\* Torres

Instructor Email\*  
htorres@astate.edu

Password (\* if not an "@astate.edu" or "@gmail.astate.edu" email address)

[Add](#)

\* Required fields

Select a Banner course from the Course ID box, enter the information of the user you wish to add as an Instructor, and then click add.

Clicking "Disable" will disable the user's access to the listed course.  
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### [Menu]

Merge Courses

- [Fall 2009](#)
- [Interim 2009](#)
- [Spring 2010](#)

Add Instructor

- [Fall 2009](#)
- [Interim 2009](#)
- [Spring 2010](#)

[Sign Out](#)

Internet 100% 3:16 PM

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

Blackboard Utility Package - Windows Internet Explorer

https://apps.astate.edu/blackboard/test/timothy/AddEnrollment.php?Term=200960

File Edit View Favorites Tools Help

Blackboard Utility Package

### Arkansas State University Blackboard Utility Package

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SCOM 1203 011 - 62257	htorres@astate.edu	Instructor	<a href="#">Disable</a>

Banner Course ID\*  
SCOM 1203 011 - 62257

First Name\*  
John

Last Name\*  
Doe

Instructor Email\*  
john DOE@yahoo.com

Password (\* if not an "@astate.edu" or "@gmail.astate.edu" email address)  
john DOEpassword

[Add](#)

\* Required fields

Select a Banner course from the Course ID box, enter the information of the user you wish to add as an instructor, and then click add.

Clicking "Disable" will disable the user's access to the listed course.  
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### [Menu]

**Merge Courses**  
[Fall 2009](#)  
[Interim 2009](#)  
[Spring 2010](#)

**Add Instructor**  
[Fall 2009](#)  
[Interim 2009](#)  
[Spring 2010](#)

[Sign Out](#)

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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.

Blackboard Utility Package - Windows Internet Explorer

https://apps.astate.edu/blackboard/test/timothy/AddEnrollment.php?Term=200960

File Edit View Favorites Tools Help

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Banner Course ID\*

First Name\*  Last Name\*

Instructor Email\*

Password\* (\* if not an "@astate.edu" or "@smail.astate.edu" email address)

\* Required fields

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**Merge Courses**  
[Fall 2009](#)  
[Interim 2009](#)  
[Spring 2010](#)

**Add Instructor**  
[Fall 2009](#)  
[Interim 2009](#)  
[Spring 2010](#)

[Sign Out](#)

Done

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