

Blackboard Faculty,

You should now be able to access Blackboard through CougarWeb My Courses. If you have not selected WebCT/Blackboard as your designated course homepage, you will need to follow the steps below. FYI, the "Set Course Homepage" uses WebCT terminology that predates the WebCT/Blackboard merger. By selecting WebCT, you are selecting Blackboard.

- 1) Login to CougarWeb and click on your Faculty tab
- 2) In the MyCourses channel, click on "Click here to:"

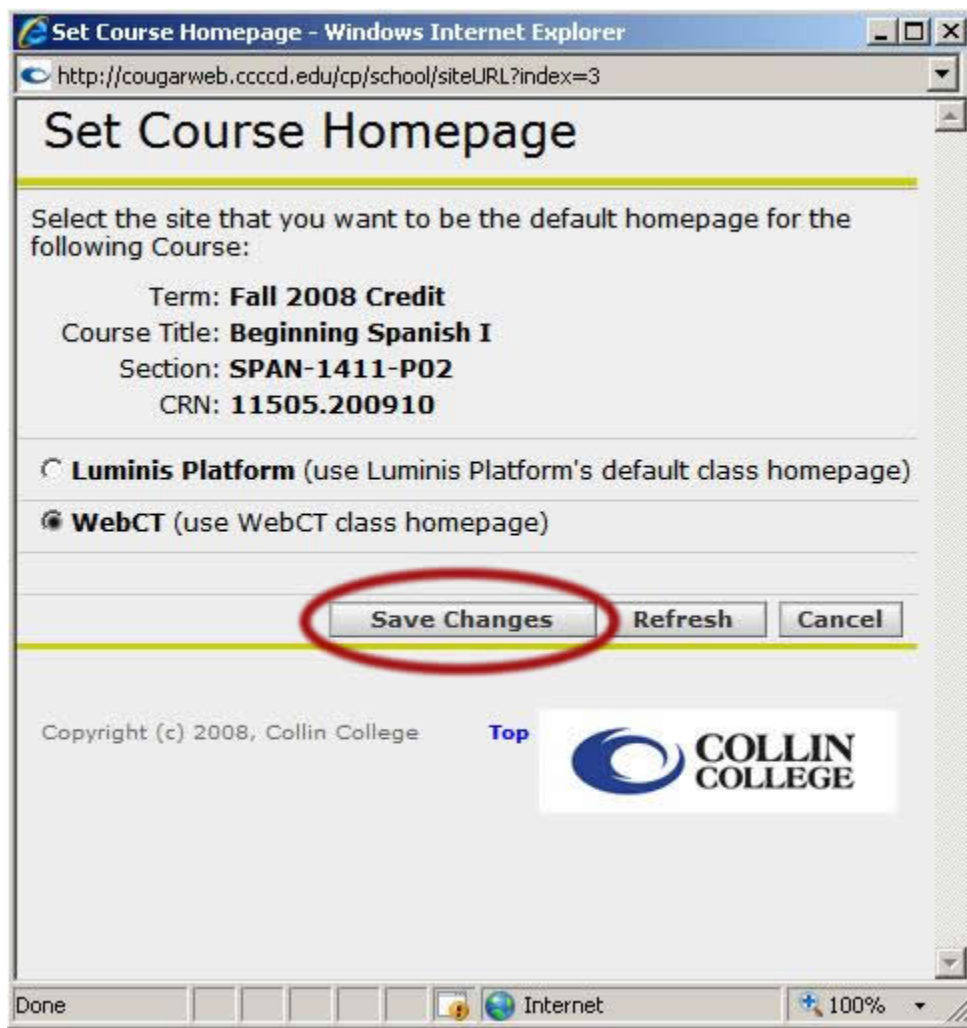
The screenshot shows the CougarWeb interface. At the top, there's a blue header with a cougar logo and the text 'CougarWeb'. Below that, a navigation bar includes 'Home', 'Library', 'Campus Life', 'Tutorial', 'My Workplace', and 'Faculty'. The 'Faculty' tab is highlighted and circled in red. Underneath, there are three main sections: 'Faculty Schedule', 'My Courses', and 'Faculty Dashboard'. The 'My Courses' section contains a box with the text 'Click here to: View your course schedule, access your course home pages, email your professors, communicate with classmates, and access many more course-related materials.' This text is also circled in red. To the right, the 'Faculty Dashboard' lists several courses: 'Beginning Spanish I' (SPAN 1411) and 'Intermed Spanish I' (SPAN 2311). On the left side, there's a 'Today is:' section showing 'Aug 20, 2008' and a search bar with '08/25/2008' entered.

- 3) The next screen will list your courses under "Courses I'm Teaching"
 - To the left of each course listing is a pen/pencil icon. Click on the icon.

The screenshot shows the 'My Courses' page. At the top, it says 'My Courses' and 'August 20, 2008'. Below that, there's a 'Course Schedule for:' dropdown menu set to 'All Terms'. The main section is titled 'Courses I'm Teaching:' and lists several courses. The first entry is 'Beginning Spanish I' with a pen/pencil icon circled in red. The other entries are 'Beginning Spanish I' and 'Intermed Spanish I'. To the right of the course names, there are columns for 'Section' and 'Department'.

Course	Section	Department
Beginning Spanish I	SPAN-1411-WW1	Spanish
Beginning Spanish I	SPAN-1411-WW3	Spanish
Beginning Spanish I	SPAN-1411-P01	Spanish
Beginning Spanish I	SPAN-1411-P02	Spanish
Intermed Spanish I	SPAN-2311-P01	Spanish

4) A "Set Course Homepage" window will appear. Select the course homepage that you want for this section only. For distance learning courses you will select WebCT. Save changes.



5) Once you save the changes, you will be returned to the MyCourses list. Repeat steps 3 and 4 for each course section that you would like to change to WebCT.

6) To navigate to Blackboard and/or to confirm your selection, click on the Course Title. You will be directed to your Blackboard course homepage.

