Blackboard-CampusVue Integration

What is this all about?
With the implementation of Blackboard 9.1 we will provide integration with CampusVue. Here’s what’s included in this integration:

- **Students and faculty will automatically be set up in Blackboard 9.1.** As students and faculty members are established in CampusVue (our student information system) that information is automatically loaded into Blackboard. At this point, students and faculty are not associated with any course – that comes later.

- **Course shells will automatically be set up in Blackboard 9.1.** Course shells are the basic container in Blackboard where your specific class is created. Once a course shell is created you create your course by populating it with your course content. Course shells are created 60 days before the scheduled start of the course.

- **Faculty members will automatically be assigned to their courses in Blackboard 9.1 when they are assigned in CampusVue.** Therefore, the Registrar’s Office must be provided with the relevant course information at least 60 days prior to the start date of the course so that the course can be scheduled in CampusVue.

- **Students will automatically be assigned to courses in Blackboard 9.1 when they are enrolled in the course in CampusVue,** by the Registrar’s Office. However, if tuition has not been paid by the established deadline, the student will be unregistered in CampusVue, and automatically removed from the Blackboard course.

A following questions and answers will help you understand the process.

Q: How often is the integration between CampusVue and Blackboard 9.1 run?

A: The integration is a two-step process: CampusVue extract and the Blackboard 9.1 import. The CampusVue extract is run every two hours starting at 5:00 AM Central time and running until 5:00 PM Central time. The Blackboard 9.1 import is run every two hours starting at 6:00 AM Central time and running until 6:00 PM Central time. These processes are automatic and will run every day of the week.

Q: I want to start offering my course in Blackboard 9.1. How do I get it set up?

A: **Contact the Registrar’s Office** and let them know that you will be teaching your course in Blackboard 9.1. When they set up the course for the appropriate term, they will designate the course as a Blackboard 9.1 course and assign you as the instructor. Please
provided the relevant course information at least 60 days prior to the start date of the course

**Q:** Can the instructor associated with a specific course be changed?

**A:** Yes. Contact the Registrar’s Office and they will make the change in CampusVue. The change will then flow to Blackboard 9.1.

**Q:** Can more than one instructor be assigned to a course?

**A:** Yes. Multiple instructors can be assigned to a course. When the program provides the course registration information to the Registrar’s Office, they will need to provide the listing of all instructors who need to be assigned to the course. Contact the Registrar’s Office to have the additional instructor(s) added to the course.

**Q:** My course only has residential students. Will my course still have a Blackboard course automatically created?

**A:** Only if you want an associated Blackboard course created. Only those courses that have been identified as being taught in Blackboard 9.1 will have a Blackboard 9.1 course shell created.

**Q:** I have not converted my course to Blackboard 9.1. I am still using CE8. Will my course be automatically set up in CE8? What about Blackboard 9.1?

**A:** No. The integration process only works with Blackboard 9.1. If you are still using CE8 the course shell setup, student and faculty assignments will work as it does today. Your course will not be set up in Blackboard 9.1 unless you request it through the Registrar’s Office.

**Q:** I would like to create a course in Blackboard 9.1 that is not part of the student’s official record (does not appear on the student’s transcript). How do I do this?

**A:** These types of courses are set up manually in Blackboard 9.1 just as they are in CE8 today.
Q: Will I have to submit a help desk ticket to create a course shell in Blackboard 9.1?

A: No. Course shells will be automatically created 60 days before the course starts or when you submit your information to the Registrar’s Office —whichever comes later.

Q: Can I have a student manually added to a course?

A: No. Students can only be added to a course through the integration process. If you have a student that is not showing up in your course, please contact the Registrar’s Office.

Q: I have a student showing in my course that should not be there. How do I remove this student from the course?

A: Contact the Registrar’s Office to determine why the student is appearing in the course. If a student drops the course before the start date of the course, that student will not show up in your course list. However, if a student withdraws from your course, the student will no longer have access to that course in Blackboard, but they will still appear in your course roster.

Q: When is a course made available to the students?

A: This is up to the discretion of the instructor. The instructor is responsible for making the course available to the students.

Q: When is the course no longer available to the students?

A: This is up to the discretion of the instructor. The instructor is responsible for making the course unavailable to the students.

Q: As an instructor, what if I don’t see my course?

A: Contact the Registrar’s Office. You must be assigned as an instructor in the
specific course before you will have access to that course in Blackboard 9.1. The Registrar’s Office will schedule courses in CampusVue 60 days prior to the course start date, provided that they have received the required course information, including the assigned instructors name(s).

Q: Where does the course name come from and can I change it?

A: Course names come directly from CampusVue. They cannot be changed in Blackboard 9.1. If you require a change to your course name, please contact the Registrar’s Office.

Q: Where does the course number come from and can I change it?

A: As with the course names, the course numbers come directly from CampusVue. They cannot be changed in Blackboard 9.1. The format of the course number is: Campus Identifier + "-" + Term Code + "-" + Class Number + "-" + Class Section Number.
Example: ASHS-10-11FA-ONL-DHS_600-A.
If you require a change to your course number, please contact the Registrar’s Office.