

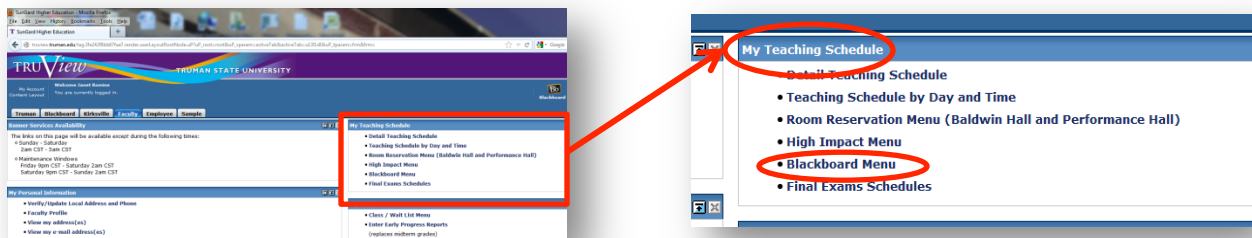
## TruView - Blackboard Menu

Using tools available on the Faculty tab in TruView, you can request an empty, “non-Banner” course shell, add or remove assistants and co-instructors to any Banner or non-Banner course, as well as merge multiple sections of a Banner course into one super course.



Locate and click the “Faculty” tab once logged into TruView.

On the Faculty tab, you will find a variety of “channels” or sections of content. Look for the **My Teaching Schedule** channel to find the **Blackboard Menu**.



### Blackboard Menu

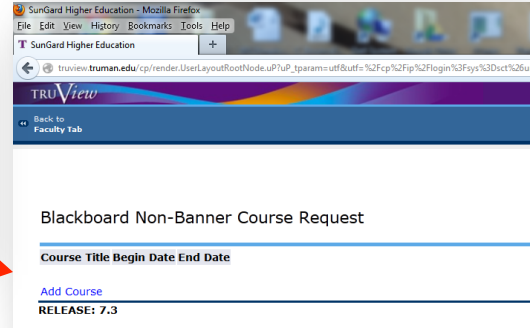
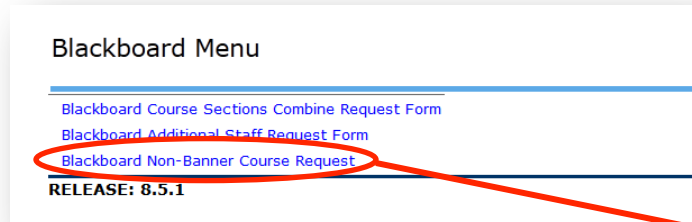
- [Blackboard Course Sections Combine Request Form](#)
- [Blackboard Additional Staff Request Form](#)
- [Blackboard Non-Banner Course Request](#)

RELEASE: 8.5.1

Once you have clicked the Blackboard Menu link, you have a variety of action options to choose.

## Requesting a Non-Banner Course Shell

Use this tool to request an empty Blackboard course that is not related to an official Banner course ID. These shells can be used to coordinate communications and documents for a committee or a group of student workers, or to provide a training environment for a non-academic topic, or even to provide a workspace in advance of the official course shell creation (e.g. summer courses are sometimes built a full year ahead).



1. Click the *Blackboard Non-Banner Course Request* option
2. On the resulting Course Request page, click **Add Course**
3. Fill in the form with a **title**, which will be seen by your participants in their list of available courses in Blackboard, and a **purpose**, or description which is meaningful to you.
4. Click **Submit**
5. Your request is processed overnight and the new course will be available the next morning in Blackboard.

Blackboard Non-Banner Course Request

Course Title:\*

Purpose of Course: (500 maximum characters)\*

Begin Date:\*

JUL	25	2012
-----	----	------

End Date:\*

DEC	31	2099
-----	----	------

RELEASE: 7.3

**NOTE:** After clicking **Submit**, you will be immediately dropped into a new form asking for a **Banner ID** and a **Role**.

Blackboard Non-Banner Course Request

\* - indicates a required field.

Banner ID:\*

Role:\*

Student

[ Non-Banner Course List ]

These options are for adding other Truman faculty, staff or students to your course in a variety of roles. Be aware that you are automatically set up as the Instructor by virtue of submitting the course request itself. If you do not have the Banner IDs of those you wish to add ready and available, you can return to this action menu at a later date. You may simply exit Truview at this point.