



Requesting a RamCT Blackboard Course Using ARIESweb

Overview:

Primary instructors can use the RamCT Blackboard Request Forms located in ARIESweb to request that a course be created for their class in RamCT Blackboard. Instructors can combine their sections into one big RamCT Blackboard course.

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Prerequisites to Request and Use A RamCT Blackboard Teaching Course:

- You must be entered into the ARIES system by your department scheduler as the **primary instructor** for that section.
- You must have a **CSU eID**. Information on eID's can be found at: <http://eid.colostate.edu>.
- Primary Instructors request their RamCT Blackboard Teaching courses each semester; this allows us to match up the student and instructor enrollment for that term with the RamCT Blackboard Teaching course.
- Instructor and student enrollment is automatically added to RamCT Blackboard Teaching courses.
- **Do Not manually enroll users as students if they are taking the course for a grade;** this prevents their final grade from uploading from RamCT to ARIES. If someone needs access to course content and is not taking the course for a grade, you can add them as a student.
- For those working on a **grade incomplete**, they must be added as a Student and their final grades submitted following the CSU Grade Discrepancy process.
- Teaching courses are made **available/opened to students the Friday before the semester begins**, and made unavailable/closed approximately two weeks after the semester ends. Instructors can manually open or close a RamCT Blackboard course.

How to Tell If A Course Is Cross Listed in ARIES

A Cross Listed course is usually a course that can be taken for credit in two different departments. So one student might be able to take a course for History credit and another student can take the same course for Sociology credit. They are taught at the same time and place. Requesting a RamCT Blackboard course for one of the cross listed sections automatically triggers the creation of the other section and combines them into one big RamCT Blackboard course.

The quickest way we have found to see if a course is Cross Listed is to use the Class List feature in ARIESweb.

1. *Login* to **ARIESweb** with your **CSU eID**:
<http://ariesweb.colostate.edu>
2. Under **Instructor Tools** *click* on **Class Lists** – this will provide a list of all courses in ARIES for which you are listed as an instructor.
3. *Click* on one of your **class** lists
4. *Check* to see if there is a **corresponding Cross Listed section** for your course.

☰ **Instructor Tools**
• [Class Lists](#)

Fall Semester 2012 MU 6720-002 - Applied Instruction-Violin

Primary Instructor: Leslie Stewart

Meeting Times

Begin Time	End Time	Days	Building	Room	Start Date	End Date
12:00 AM	12:00 AM				Aug. 20	Dec. 09

Cross-listed Sections

69798	MU	2720	002	Applied Instruction-Violin
69799	MU	4720	002	Applied Instruction-Violin

0 enrolled (20 available)

Login To ARIESweb

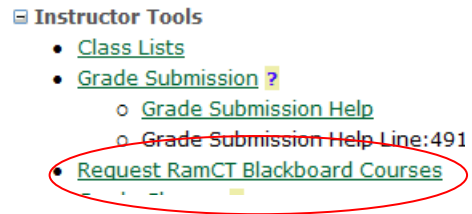
The RamCT Blackboard Request Forms are located in ARIESweb. Instructors need to login with their CSU eID to **ARIESweb** to Request a RamCT Blackboard course.

1. In a web browser go to ARIESweb at:

On campus: <http://ariesweb.colostate.edu>
Off campus: <http://secure.colostate.edu>
Then click on the ARIESweb link

2. *Login* with your CSU eID

3. Under the **Instructor Tools** section *click* on **Request RamCT Blackboard Courses** .



Course Views:

At the top of the Standard Request Form page you will see three different ways to view the items on the page:

My Course Views, currently viewing: [All My Courses](#)
[All My Courses](#) [My Courses Requested](#) [My Courses Not Requested](#)

All My Courses – will display all courses in which you are enrolled as the primary instructor.

My Courses Requested – will display all courses for which you have already requested a RamCT Blackboard course.

My Course Not Requested – will display all if your courses for which you have not requested a RamCT Blackboard course.

Three RamCT Blackboard Request Forms

There are three request forms on the RamCT Blackboard Course Request page.

1. Standard
2. Special Request
3. Development Course

1. Standard Request Form

Single Section, Combine Same-Course Sections, Cross Listed

(This is the most common form used for requesting RamCT Blackboard course).

- **STANDARD REQUEST FORM** – **For most instructors, this is the appropriate form to use!** Use this form to request:
 1. Individual course sections. (E.g. HIST 100 section 001.)
 2. A **combination** of sections of the same course into one. (E.g. HIST 100 section 001 and 002.)
 3. Crosslisted course sections (taught at the same time, in the same location, by same the instructor)
 - Most RamCT Blackboard courses are created within 24 hours.

Note: Please allow 24 hours for your Standard Request Form items to be processed.

When To Use the Standard Request Form:

1. Request an **individual RamCT Blackboard course** for a course section.
E.g. ECON 202 section 001
2. Request a **combination of sections for the SAME course** under one large RamCT Blackboard parent course.
E.g. CON 251 100 section 001 and CON 251 section 002
3. Request the **combination of sections that are Cross Listed** in the CSU ARIES registration system. E.g. ETST 255 section 001 and HIST 255 section 001.

See the “How To Tell If a Section is Cross Listed” portion of this document to learn more about Cross Listing.

Steps for Using the Standard Request Form

Term	CRN	Section	STEP 1 RamCT Bb Selections	STEP 2 If Needed Request Combined	STEP 3 Selection Summary
Spring Semester 2012	10083	AA 495 sec 001	<input checked="" type="checkbox"/>		AA 495 sec 001 Requested.
Spring Semester 2012	10058	HES 100L sec L01	<input type="checkbox"/>		---
Spring Semester 2012	10061	HES 100M sec L01	<input type="checkbox"/>		---

Step 1: RamCT Bb Selections: Place checks next to sections in the Step 1 column to create RamCT Blackboard courses for those course sections.

Step 2: Request Combined* - ONLY IF Needed, place checks next to sections in the Step 2 column to combine sections of the same course into one large RamCT Blackboard course.

Step 3: Selection Summary - verify your selections.

Step 4: Submit – Click the Submit button to automatically process your RamCT Blackboard course requests.

STEP 4
Please verify your selections. When
they are correct, Submit.

Submit Cancel

***Note:** There is usually not a need to combine a lecture, recitation and /or lab. Creating a RamCT Blackboard course for just the lecture will usually include all of your students from your recitation and labs.

The columns in the Standard Request Form include:

Term – the term in which the section will be taught.

CRN – the unique Course Reference Number in CSU’s ARIES system.

Section – the section number of the lecture, recitation or lab.

RamCT Bb Selections – placing a check next to a section in this column will create an individual RamCT Blackboard Teaching Course for that section.

Request “Combined” Selections – you can choose to combine a number of sections from the same course into ONE RamCT Blackboard Semester Teaching Course by placing a check in this column next to each section you would like to combine.

Please use this option ONLY if you have a specific need to combine two or more sections

Selection Summary: Displays a summary of the items you have checked on the Standard Form.

Standard Form Examples

Single course section examples

Placing a check in the Step 1 column for ECON 202 sec 001 and submitting your request creates a single RamCT Blackboard course for this course and section.

Summer Session 2012	53614	ECON 202 sec 001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ECON 202 sec 001 Requested.
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In the example below, a check has been placed in the Step 1 column next to CON 251 section 001 and CON 251 section 002. This would create an individual RamCT Blackboard course for CON 251 section 001 and an individual RamCT Blackboard course for CON 251 section 002

Fall Semester 2012	63673	CON 251 sec 001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CON 251 sec 001 Requested.
Fall Semester 2012	63677	CON 251 sec 002	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CON 251 sec 002 Requested.

Combined sections of the SAME course example

Placing a check in the Step 1 column next to CON 251 section 001 and CON 251 section 002 would create individual RamCT Blackboard courses for each section.

When you place a check next to each of these sections in the Step 2 column the result will be one combined RamCT Blackboard course which will contain the instructor and student enrollments for both course sections.

Fall Semester 2012	63673	CON 251 sec 001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CON 251 sec 001 Combined Requested.
Fall Semester 2012	63677	CON 251 sec 002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CON 251 sec 002 Combined Requested.

Cross Listed Class Sections Example

In the example below, the three course sections are officially cross listed in the ARIES student information system. When you place a check next to this item in the Step 1 column and submit your request, the instructor and student enrollments for all three of the cross listed course sections will be created as one large RamCT Blackboard course.

Term	CRN	Section	STEP 1 RamCT Bb Selections	STEP 2 If Needed Request Combined	STEP 3 Selection Summary
Spring Semester 2012	10362 16898	ECOL 592 sec 001 WR 692 sec 001	<input checked="" type="checkbox"/>	Cross-listed: create as one course.	---
Spring Semester 2012	10973	BC 475 sec L01	<input type="checkbox"/>	<input type="checkbox"/>	---
Spring Semester 2012	10974	BC 475 sec L02	<input type="checkbox"/>	<input type="checkbox"/>	---
Spring Semester 2012	10975	BC 475 sec L03	<input type="checkbox"/>	<input type="checkbox"/>	---

2. Special Request Form

- [SPECIAL REQUEST FORM](#) Only

When To Use the Special Request Form:

1. Combination of sections from *different courses*.
2. Combination of sections with *different primary* instructors.
3. *Addition of a section to an existing cross-listed or combined course.*
4. *Combination of courses already created in RamCT Blackboard.*

Note: Because these items need to be combined manually, **please allow 3 business days** for your request to be processed. You will receive an email when the combination has been completed.

Steps For Using The Special Request Form.

Use the drop down menus on the Special Request Form to:

1. *Select* the appropriate **Year**.
2. *Select* your **College**.
3. *Select* the **Subject**.
4. *Select* your **Course**.
5. *Select* the **section** to be combined.
6. *Click* **Add To List**.

Follow the same steps for each course/section that you would like to add to your combination request.

Fill in the fields below and click the Send Request button to submit your request

Term	College	Subject	Course	Section
Spring Semester 2012	Liberal Arts	HIST	100 - Western Civilization-Pre Mod	001 002 003 101

7. *Verify* your **information** under the **Request Summary**.

Request Summary - These sections will be combined into one section in RamCT

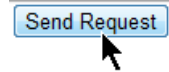
HIST 100 - Western Civilization-Pre Mod - 001 (CRN: 16224) - Spring Semester 2012 (201210) - Jodie Kreider
HIST 170 - World History, Ancient-1500 - 001 (CRN: 18965) - Spring Semester 2012 (201210) - No instructor found

8. *Type* any **notes** related to your Special Request.

Notes: You can include any notes for clarification if needed

Please combine these sections together.

9. *Click Send Request.*



You will see a confirmation window after you submit your request.

Thank you for your request.
Please allow three business days for the creation of Special Combination Requests as they must be created manually.
We will email you when they are ready.

The RamCT Support Staff works to manually create these section **combinations within 3 business days.**

Special Request Examples:

Combining two different courses in RamCT Blackboard

In the example below, the request has been made to combine RS 452 section 810 and RS 552 section 814 into one large RamCT Blackboard course.

Term	College	Subject	Course
Spring Semester 2012	Warner Coll of Natural Resrce	RS	552 - Range Animal Production & Mgmt

Request Summary - These sections will be combined into one section in RamCT
RS 452 - Range Animl-Habitat Interactns - 810 (CRN: 19645) - Spring Semester 2012 (201210) - Larry Rittenhouse
RS 552 - Range Animal Production & Mgmt - 814 (CRN: 19647) - Spring Semester 2012 (201210) - Larry Rittenhouse

Combine course sections that have different primary instructors in RamCT Blackboard.

In the example below, ECON 204 section 001 is taught by one instructor and ECON 204 section 004 is taught by another. The instructors could choose to use the Special Request Form to combine their sections in RamCT Blackboard.

Term	College	Subject	Course
Spring Semester 2012	Liberal Arts	ECON	204 - Principles of Macroeconomics

Request Summary - These sections will be combined into one section in RamCT

ECON 204 - Principles of Macroeconomics - 004 (CRN: 15295) - Spring Semester 2012 (201210) - Tabitha Anaya
ECON 204 - Principles of Macroeconomics - 001 (CRN: 13343) - Spring Semester 2012 (201210) - Anthony Underwood

Add a section to an existing RamCT Blackboard Combined Course.

In the example below, the instructor used the Standard Request form to combine sections 002 and 004 of BUS 300 in RamCT Blackboard. The instructor then learned that he had been assigned to teach section 007. The instructor could use the Special Request form to add section 007 to his existing RamCT Blackboard combined course.

Term	College	Subject	Course	Section
Spring Semester 2012	Business	BUS	300 - Business Writing/Communication	004 005 006 007

Request Summary - These sections will be combined into one section in RamCT

BUS 300 - Business Writing/Communication - 002 (CRN: 18154) - Spring Semester 2012 (201210) - Michael Gould
BUS 300 - Business Writing/Communication - 004 (CRN: 18156) - Spring Semester 2012 (201210) - Michael Gould
BUS 300 - Business Writing/Communication - 007 (CRN: 18159) - Spring Semester 2012 (201210) - Michael Gould

Notes: You can include any notes for clarification if needed

BUS 300 sections 002 and 004 are already combined in RamCT Blackboard. Please add section 007 to this combined section.

3. Development Request Form

• [DEVELOPMENT REQUEST FORM](#)

When To Use The Development Request Form:

1. Development Courses are used by instructors/designers who want to begin developing content in RamCT Blackboard for semesters that are not yet open for student registration.
2. Development courses are not very common; Most instructors can use their Migrated or Teaching course to develop their content.
3. Development Courses never have students; they are only for designing content.
4. Content created in these courses can be copied into Teaching courses.

Note: Development courses are created manually; **please allow 3 business days for a development course to be created.** You will receive an email when your development course is available.

Steps for using Development Course Request Form

Use the drop down menus on the Special Request Form to:

1. *Select* your **College**.
2. *Select* the **Subject**.
3. *Select* your **Course**.
If the course is not listed, check the box “My course is not in the list” and provide your information in the text box provided.
4. Include a Note for clarification if needed.

5. *Click*
Send
Request.

RAMCT BLACKBOARD DEVELOPMENT Request Form

If you do not have a Migrated course, or would like to develop content in a blank course, the Course.

1. Select your course from the following list:

College	Subject	Course Number and Title
Liberal Arts	HIST	302 - Roman Empire

My course is not in the list

2. You can include a note for clarification if needed:

Please add Cam Ram as a course designer.

3.

Development Form Example:

In May, Professor Sullivan is expecting curriculum approval for her new course that will be taught in January. She would like to begin developing the content for this new course now.

RAMCT BLACKBOARD DEVELOPMENT Request Form

If you do not have a Migrated course, or would like to develop content in a blank course, the Course.

1. Select your course from the following list:

College	Subject	Course Number and Title
Liberal Arts	HIST	302 - Roman Empire

My course is not in the list

2. You can include a note for clarification if needed:

Please add Cam Ram as a course designer.

3.

RamCT Blackboard Questions/Support:

Contact your RamCT College Coordinator

http://www.help.ramct.colostate.edu/ramctsupport_faculty.aspx

Visit the <http://help.ramct.colostate.edu> website

Email support at: ramctsupport@colostate.edu