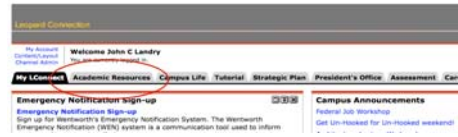


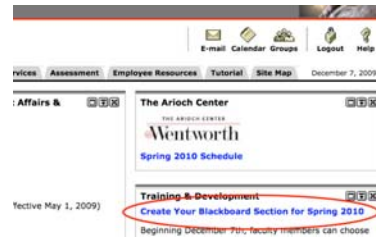


Faculty: Create Your Own Blackboard Section

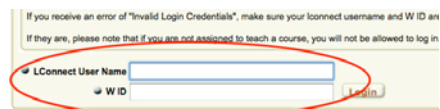
- Log onto **LConnect**, click on the **Academic Resources** tab and go to the **Training and Development** channel.



- Click on the **Create a Section in Blackboard** link.



- Enter your LConnect **User Name** and **“W” number**.
- Click **Login**.

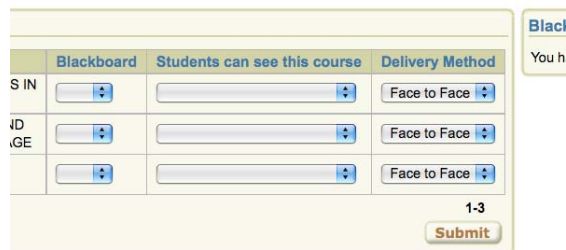


- You will see a screen with a list of your course sections on the left. If you do not see a section that you are teaching, please contact the Registrar’s Office

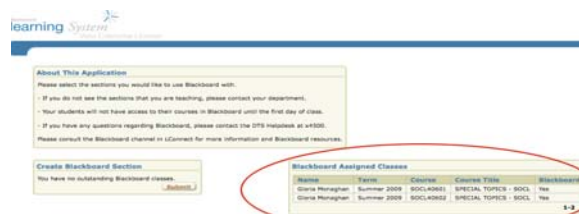


To create your Blackboard section,

- Select **Yes** under the **Blackboard** drop-down menu.
- Under **Students can see this course** menu choose **One Week** or **Day before Classes**.
- Under **Delivery Method** choose **Face-to-Face**, **Online** or **Hybrid** (this is for informational purposes only and does not affect your Blackboard section).
- Click **Submit**.



- After you click the **Submit** button, your sections will move to the “Blackboard Assigned Classes” window.



Within about two hours, your section will be ready to use.
Log into Blackboard to see your courses and update content.