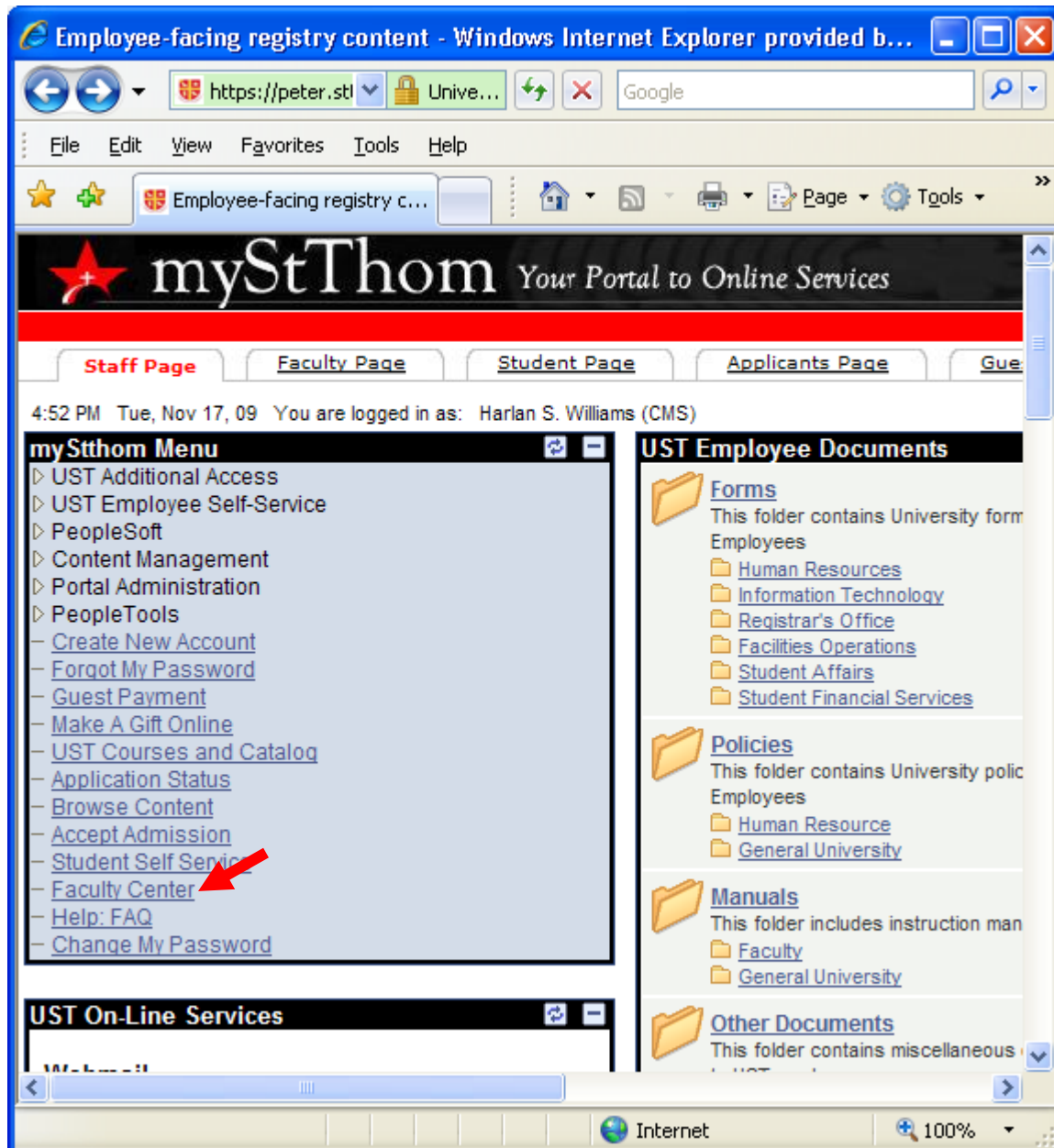


COURSE REQUEST TUTORIAL

1. Login to MyStThom at <https://peter.stthom.edu>. (Note: Blackboard support cannot help with myStThom login issues. If you have issues logging in, please contact the Help Desk at ithelpdesk@stthom.edu)
2. Click the Faculty Center link.



3. The Faculty Center always defaults to the current term. Skip to Step 5 if you do not need to change terms. To select a different term, click the Change Term button.

The screenshot shows the Faculty Center interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this is a search bar and a 'My Info' dropdown menu. The main content area is titled 'Faculty Center' and features a '2009 Fall | University of St. Thomas' header. A green 'change term' button is circled in red. Below the header, there are radio buttons for 'Show all classes', 'Only classes with enrollment', and 'View My Weekly Schedule'. A 'Class Roster' section includes links for 'Class Roster', 'Grade Roster', and 'Blackboard Request'. The 'My Teaching Schedule' section displays a table of classes for the 2009 Fall term.

	Class	Class Name	Enrolled	Days and Time	Room	Class Dates
Bb	HIST 1336-A LEC 1649	World Community II (Lecture)	20	TuTh 9:35AM - 10:50AM	Strake 107	Aug 24, 2009- Dec 7, 2009
Bb	HIST 1336-B LEC 1651	World Community II (Lecture)	28	TuTh 11:00AM - 12:15PM	Strake 107	Aug 24, 2009- Dec 7, 2009
Bb	HIST 4319-N LEC 1674	Medieval & Imperial Russia (Lecture)	8	Mo 5:30PM - 8:15PM	Strake 107	Aug 24, 2009- Dec 7, 2009
Bb	HIST 4394-A SEM 1678	Capstone Thesis Prep Course I (Seminar)	11	Th 2:10PM - 4:55PM	Strake 205	Aug 24, 2009- Dec 7, 2009
Bb	MLHIS 6319-N LEC 2731	Medieval & Imperial Russia (Lecture)	5	Mo 5:30PM - 8:15PM	Strake 107	Aug 24, 2009- Dec 7, 2009
Bb	MLWCS 6309-N LEC 2969	Medieval & Imperial Russia (Lecture)	0	Mo 5:30PM - 8:15PM	Strake 107	Aug 24, 2009- Dec 7, 2009
Bb	WCS 4309-N LEC 2952	Medieval & Imperial Russia (Lecture)	0	Mo 5:30PM - 8:15PM	Strake 107	Aug 24, 2009- Dec 7, 2009

4. On the Select Term page, select the term you want to view, and then click Continue.

Instructor Name My Info Go to...

faculty center

Faculty Center

Select Term

Select a term then click Continue.









	Term	Institution
<input type="radio"/>	2010 Summer	University of St. Thomas
<input checked="" type="radio"/>	2010 Spring	University of St. Thomas
<input type="radio"/>	2009 Fall	University of St. Thomas
<input type="radio"/>	2009 Summer	University of St. Thomas
<input type="radio"/>	2009 Spring	University of St. Thomas
<input type="radio"/>	2008 Fall	University of St. Thomas
<input type="radio"/>	2008 Spring	University of St. Thomas
<input type="radio"/>	2007 Fall	University of St. Thomas
<input type="radio"/>	2007 Summer II	University of St. Thomas
<input type="radio"/>	2007 Spring	University of St. Thomas
<input type="radio"/>	2006 Fall	University of St. Thomas
<input type="radio"/>	2006 Spring	University of St. Thomas
<input type="radio"/>	2005 Fall	University of St. Thomas

[Faculty Center](#) [Advisement](#) [Class Search](#) [Faculty Search](#)

5. Click the Blackboard icon next to the course for which you want to make a course request.

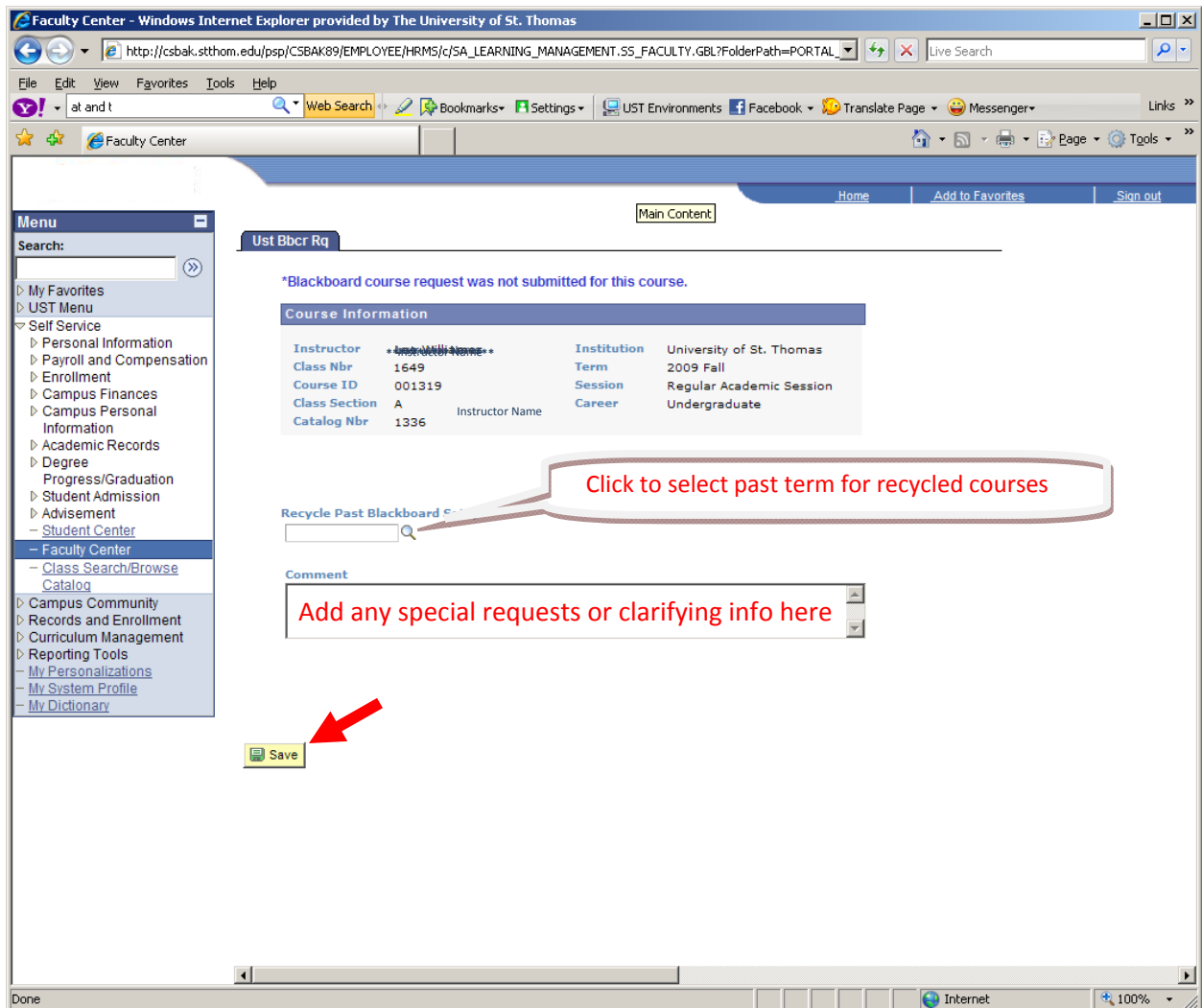
Note: Check to make sure you are in the correct term by looking at the term listed and/or the Class Dates column.

The screenshot shows the Faculty Center interface in a web browser. The main content area displays the '2010 Spring | University of St. Thomas' section. Below this, there are navigation options: 'Show all classes' (selected), 'Only classes with enrollment', and 'View My Weekly Schedule'. A table titled 'My Teaching Schedule > 2010 Spring > University of St. Thomas' is visible. The table has columns for Class, Class Name, Enrolled, Days and Time, Room, and Class Dates. The first row is circled, and a red circle highlights the 'Bb' icon in the 'Class' column of that row.

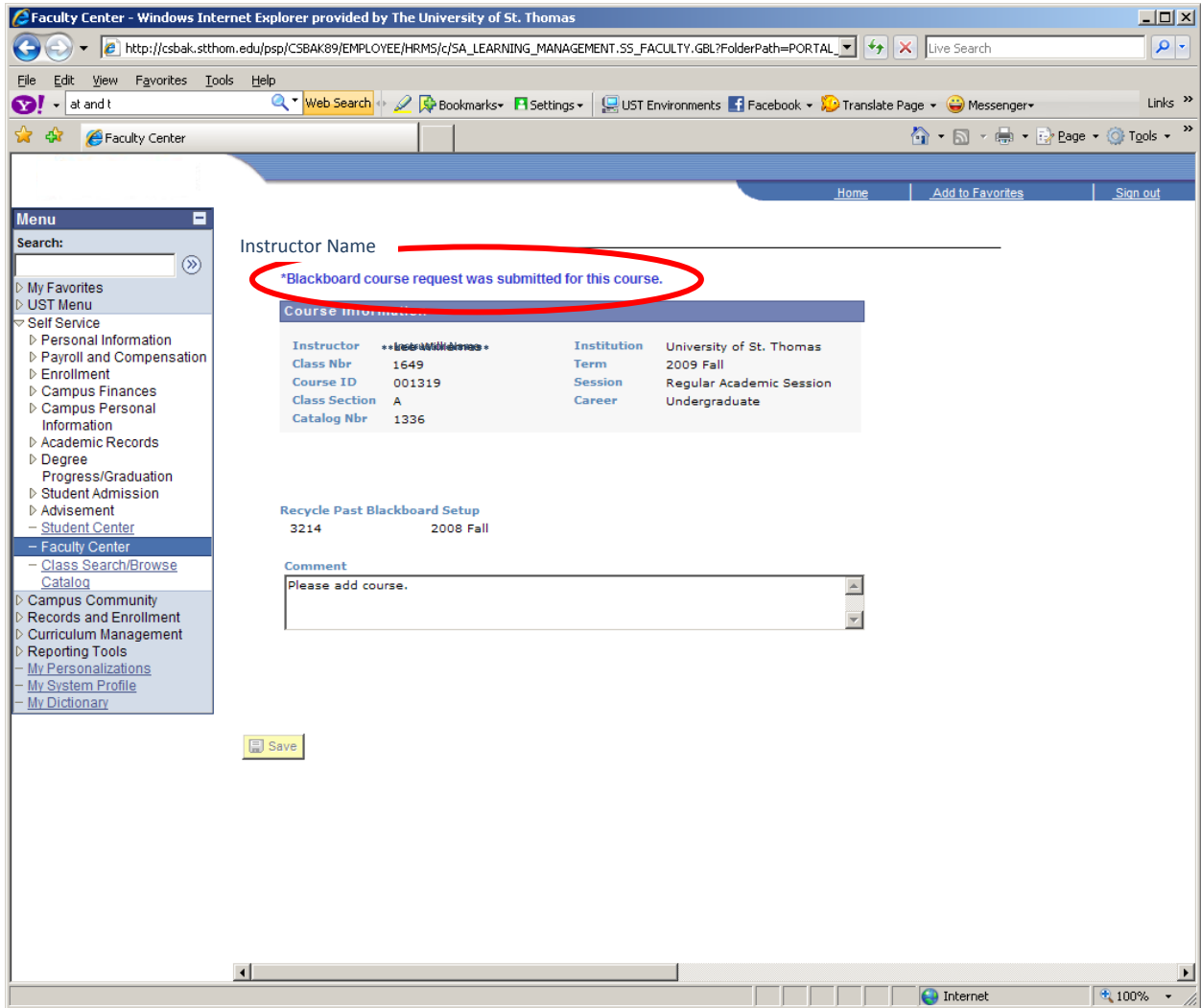
Class	Class Name	Enrolled	Days and Time	Room	Class Dates
 MLTHE 6351-A LEC 3066	Wisdom in Israel (Lecture)	0	MoWe 1:40PM - 2:55PM	TBA	Jan 19, 2010 - May 5, 2010
 THEO 2300-A LEC 2766	Intro to the Sacred Scriptures (Lecture)	8	MoWeFr 9:10AM - 10:00AM	TBA	Jan 19, 2010 - May 5, 2010
 THEO 2300-B LEC 2768	Intro to the Sacred Scriptures (Lecture)	21	MoWeFr 10:10AM - 11:00AM	TBA	Jan 19, 2010 - May 5, 2010
 THEO 2300-C LEC 2770	Intro to the Sacred Scriptures (Lecture)	19	MoWeFr 9:10AM - 12:00PM	TBA	Jan 19, 2010 - May 5, 2010
 THEO 3310-A LEC 2800	Intro to the Sacred Scriptures (Lecture)	0	MoWeFr 9:10AM - 10:00AM	TBA	Jan 19, 2010 - May 5, 2010
 THEO 3310-B LEC 2802	Intro to the Sacred Scriptures (Lecture)	1	MoWeFr 10:10AM - 11:00AM	TBA	Jan 19, 2010 - May 5, 2010
 THEO 3310-C LEC 2804	Intro to the Sacred Scriptures (Lecture)	1	MoWeFr 11:10AM - 12:00PM	TBA	Jan 19, 2010 - May 5, 2010
 THEO 4351-A LEC 2829	Wisdom in Israel (Lecture)	8	MoWe 1:40PM - 2:55PM	TBA	Jan 19, 2010 - May 5, 2010

6. To request a course be recycled from a previous semester, select the magnifier icon in the “Recycle Past Blackboard Setup” field.
7. Make any special requests in the “Comments” field.
8. Click “Save”.

NOTE: In this first example, we are looking at a course that is not cross-listed. See the Example of Cross-listed Courses section for details about cross-listing courses.



9. After saving, the page will refresh and display a notice that the course was successfully submitted.



EXAMPLE OF CROSSLISTED COURSES

Cross-listing is automatically handled through the Faculty Center. Below is an example of a cross-listed course. The steps for requesting a cross-listed course are the same as for requesting any other course.

We will automatically create one course for all cross-listed sections and enroll all the students from each section into it. If for some reason you do not want this, please indicate so in the Comment field.

Faculty Center - Windows Internet Explorer provided by The University of St. Thomas

http://csbak.stthom.edu/psp/CSBAK89/EMPLOYEE/HRMS/c/SA_LEARNING_MANAGEMENT_SS_FACULTY.GBL?FolderPath=PORTAL_

Live Search

File Edit View Favorites Tools Help

at and t Web Search Bookmarks Settings UST Environments Facebook Translate Page Messenger Links

Faculty Center Home Add to Favorites Sign out

Menu

Search:

- My Favorites
- UST Menu
- Self Service
 - Personal Information
 - Payroll and Compensation
 - Enrollment
 - Campus Finances
 - Campus Personal Information
 - Academic Records
 - Degree
 - Progress/Graduation
 - Student Admission
 - Advisement
 - Student Center
 - Faculty Center
 - Class Search/Browse Catalog
- Campus Community
- Records and Enrollment
- Curriculum Management
- Reporting Tools
 - My Personalizations
 - My System Profile
 - My Dictionary

Ust Bbcr Rq Cl

*Blackboard course request was not submitted for this course.

Course Information

Instructor *User With Name* Institution University of St. Thomas

Term 2009 Fall

Session Regular Academic Session

Comb Sects ID 0008

Class Nbr	Class Section	Subject Area	Catalog Nbr	Course ID
1	1674 N	HIST	4319	006133
2	2731 N	MLHIS	6319	006140
3	2952 N	WCS	4309	006497
4	2969 N	MLWCS	6309	006498

Recycle Past Blackboard Setup

Comment

Save

All sections of a cross-listed course appear here.

If you have any problems with the form, send an email to bbhelp@stthom.edu.