June 2016

Marking/Combining Sections in myBanner

myCourses (mycourses.msstate.edu), MSU's learning management system, aids in the delivery and facilitation of online instruction and learning. Instructors using myCourses for class(es) are responsible for marking/combining sections in myBanner. This factsheet will demonstrate the steps for marking/combining sections.
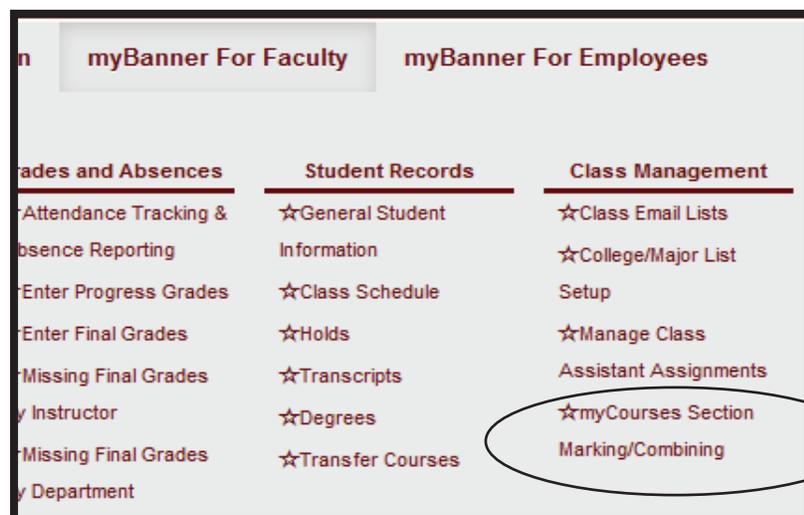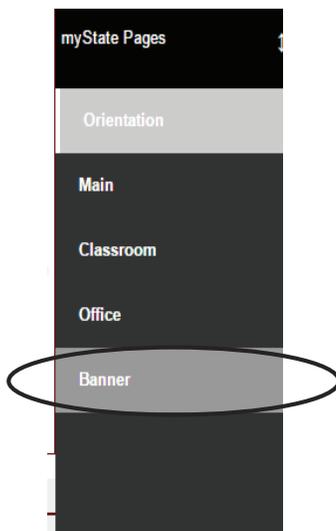
Marking Sections

1. Login to myState (**my.msstate.edu**) using your **NetID** and **NetPassword**.

2. From the far left corner, click the hamburger icon.

3. From the menu, select Banner. The Banner page will appear. From the **myBanner for Faculty** options, select **myCourses Section Marking/Combining** under **Class Management**.

Individual Faculty

Departmental Users

4a.   Choose the **Term** from the dropdown list and select **View Sections**.

4b.   From the dropdown menu, select the **Department** and **Term** which applies to the courses you are marking and/or combining. Enter either the instructor's **NetID** or **MSU ID Number**. Click the **View Sections** button.

5.   To mark a section for myCourses, do the following:
   - Choose a **section** under the heading **Mark for myCourses/myMedia**
   - Select **myCourses and myMedia** from the drop down box
   - Mark **all sections** in which myCourses will be used

This area is used to mark sections for myCourses/myMedia. Information marked with a green check has been sent to myCourses/myMedia and cannot be changed.

Course/Section	Crosslisted	Part Of Term	Campus	Course Title	Type	Mark For myCourses/myMedia
CSE 1002 01	No	Full	Starkville	Intro CSE	Lecture	Please Select
CSE 1002 02	No	Full	Starkville	Intro CSE	Lecture	Please Select
CSE 4223 01 CSE 6223 01	Yes	Full Full	Starkville Starkville	Manage Software Project Manage Software Project	Lecture Lecture	Please Select

Update (Mark) Sections

6.   After all sections have been marked, click **Update (Mark) Sections**.

ⓘ This area is used to mark sections for myCourses/myMedia. Information marked with a green check has been sent to myCourses/myMedia and cannot be changed.

Course/Section	Crosslisted	Part Of Term	Campus	Course Title	Type	Mark For myCourses/myMedia
CSE 1002 01	No	Full	Starkville	Intro CSE	Lecture	✔ myCourses and myMedia
CSE 1002 02	No	Full	Starkville	Intro CSE	Lecture	✔ myCourses and myMedia
CSE 4223 01 CSE 6223 01	Yes	Full Full	Starkville Starkville	Manage Software Project Manage Software Project	Lecture Lecture	✔ myCourses and myMedia

Update (Mark) Sections

Mark For myCourses/myMedia
✔ myCourses and myMedia
✔ myCourses and myMedia
✔ myCourses and myMedia

7.   Sections will appear in **green** after they have been marked and you have clicked the **Update (Mark) Sections** button.

8.   You have completed marking the sections for **myCourses/myMedia**. The myBanner page should appear as below.

ⓘ This area is used to mark sections for myCourses/myMedia. Information marked with a green check has been sent to myCourses/myMedia and cannot be changed.

Course/Section	Crosslisted	Part Of Term	Campus	Course Title	Type	Mark For myCourses/myMedia
CSE 1002 01	No	Full	Starkville	Intro CSE	Lecture	✔ myCourses and myMedia
CSE 1002 02	No	Full	Starkville	Intro CSE	Lecture	✔ myCourses and myMedia
CSE 4223 01 CSE 6223 01	Yes	Full Full	Starkville Starkville	Manage Software Project Manage Software Project	Lecture Lecture	✔ myCourses and myMedia

Update (Mark) Sections

ⓘ This area is used to combine sections into groups. Each group will appear as a single course/section in myCourses/myMedia. Groups are updated nightly. Information marked with a green check has been sent to myCourses/myMedia and cannot be changed. Sections that are not part of a group can be combined to create a new group or added to any existing group.

Existing Groups			
nwr2.201330.Group01 Manage Software Project			☐ Select Group
	CSE 4223 01 CSE 6223 01		Remove From Group
			☐ Create New Group

Available Sections (Includes only those marked for myCourses)	
Add To Selected Group	CSE 1002 01
Add To Selected Group	CSE 1002 02

PLEASE ALLOW AT LEAST 24 HOURS FOR GROUP CHANGES TO APPEAR IN myCourses.

9.   To view your marked sections in myCourses, go to **t**he Blackboard Learn system will be accessed by going to **mycourses.msstate.edu**.

Combining Sections

After marking sections for myCourses, instructors can then combine sections. The bottom portion of the myBanner page is designed for instructors to have the flexibility to **combine sections**.

Note: Cross-listed sections are automatically combined in their own group.

ⓘ This area is used to mark sections for myCourses/myMedia. Information marked with a green check has been sent to myCourses/myMedia and cannot be changed.

Course/Section	Crosslisted	Part Of Term	Campus	Course Title	Type	Mark For myCourses/myMedia
CSE 1002 01	No	Full	Starkville	Intro CSE	Lecture	✓ myCourses and myMedia
CSE 1002 02	No	Full	Starkville	Intro CSE	Lecture	✓ myCourses and myMedia
CSE 4223 01 CSE 6223 01	Yes	Full Full	Starkville Starkville	Manage Software Project Manage Software Project	Lecture Lecture	✓ myCourses and myMedia

Update (Mark) Sections

ⓘ This area is used to combine sections into groups. Each group will appear as a single course/section in myCourses/myMedia. <u>Groups are updated nightly.</u> Information marked with a green check has been sent to myCourses/myMedia and cannot be changed. Sections that are not part of a group can be combined to create a new group or added to any existing group.

Existing Groups				Available Sections (Includes only those marked for myCourses)	
nwr2.201330.Group01 Manage Software Project	Courses	☐ Select Group		Add To Selected Group	CSE 1002 01
	CSE 4223 01 CSE 6223 01	Remove From Group		Add To Selected Group	CSE 1002 02
		☐ Create New Group			

PLEASE ALLOW AT LEAST 24 HOURS FOR GROUP CHANGES TO APPEAR IN myCourses.

1. To combine sections into a new group, select the **Create New Group** check box under **Existing Groups**. Under **Available Sections (includes only those marked for myCourses)**, click the **Add to Selected Group** link to add the section(s) to the new group. The group being edited will be denoted with a green bar.

ⓘ This area is used to combine sections into groups. Each group will appear as a single course/section in myCourses/myMedia. <u>Groups are updated nightly.</u> Information marked with a green check has been sent to myCourses/myMedia and cannot be changed. Sections that are not part of a group can be combined to create a new group or added to any existing group.

Existing Groups				Available Sections (Includes only those marked for myCourses)	
nwr2.201330.Group01 Manage Software Project	Courses	☐ Select Group		Add To Selected Group	CSE 1002 01
	CSE 4223 01 CSE 6223 01	Remove From Group		Add To Selected Group	CSE 1002 02
		☑ Create New Group			

PLEASE ALLOW AT LEAST 24 HOURS FOR GROUP CHANGES TO APPEAR IN myCourses.

2. Combined sections will appear under **Existing Groups**. *Group names are automatically generated.* Once a section has been added to a group, it will no longer appear under **Available Sections (Includes only those marked for MyCourses)**. If you click the **Remove from Group** link, sections will be removed from the group and reappear under **Available Sections (Includes only those marked for MyCourses)**.

ⓘ This area is used to combine sections into groups. Each group will appear as a single course/section in myCourses/myMedia. <u>Groups are updated nightly.</u> Information marked with a green check has been sent to myCourses/myMedia and cannot be changed. Sections that are not part of a group can be combined to create a new group or added to any existing group.

Existing Groups				Available Sections (Includes only those marked for myCourses)	
nwr2.201330.Group01 Manage Software Project	Courses	☐ Select Group		No courses available	
	CSE 4223 01 CSE 6223 01	Remove From Group			
nwr2.201330.Group02 Intro CSE	Courses	☑ Select Group			
	CSE 1002 02	Remove From Group			
	CSE 1002 01	Remove From Group			
		☐ Create New Group			

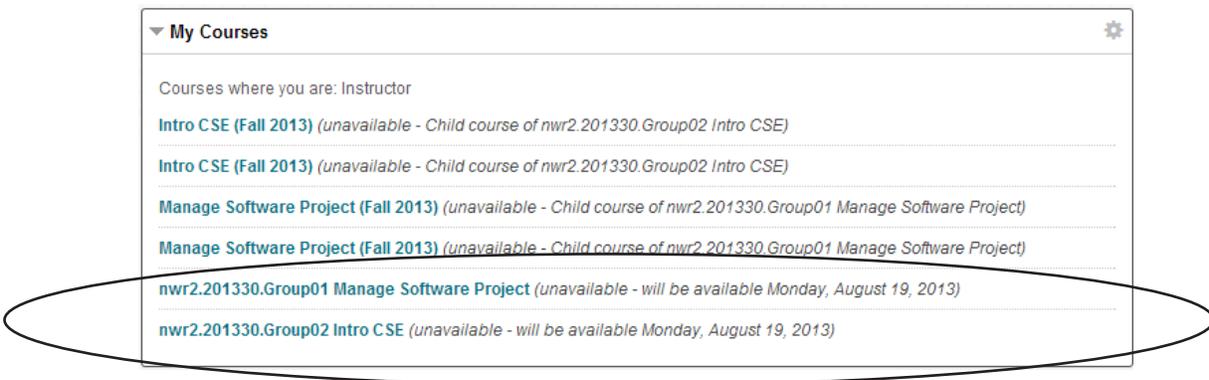**PLEASE ALLOW AT LEAST 24 HOURS FOR GROUP CHANGES TO APPEAR IN myCourses.**

3. After **24 hours**, the combined sections will have a green check mark next to them under **Existing Groups**. Once checked, you will not be able to edit groups from this page. *If you need to remove a section from an existing group after it is checked, you will need to contact the ITS Help Desk.*

Existing Groups		
nwr2.201330.Group01 Manage Software Project	Courses	☐ Select Group
	CSE 4223 01 CSE 6223 01	✓
nwr2.201330.Group02 Intro CSE	Courses	☐ Select Group
	CSE 1002 02	✓
	CSE 1002 01	✓
		☐ Create New Group

PLEASE ALLOW AT LEAST 24 HOURS FOR GROUP CHANGES TO APPEAR IN myCourses.

4. The image below is representative of how your combined sections will appear in myCourses. To add content to your combined sections, you will need to click on the **GroupXX** course(s).

▼ My Courses   ⚙

Courses where you are: Instructor

Intro CSE (Fall 2013) *(unavailable - Child course of nwr2.201330.Group02 Intro CSE)*

Intro CSE (Fall 2013) *(unavailable - Child course of nwr2.201330.Group02 Intro CSE)*

Manage Software Project (Fall 2013) *(unavailable - Child course of nwr2.201330.Group01 Manage Software Project)*

Manage Software Project (Fall 2013) *(unavailable - Child course of nwr2.201330.Group01 Manage Software Project)*

nwr2.201330.Group01 Manage Software Project *(unavailable - will be available Monday, August 19, 2013)*

nwr2.201330.Group02 Intro CSE *(unavailable - will be available Monday, August 19, 2013)*

5. You must add content to GroupXX course(s) for students to view the content. If you add content to the child sections, it will not be seen by the students.

   Example: You would add content to nwr2.201330.Group02 Intro CSE for the two Intro CSE (Fall 2013) sections.

6. You can hide the *child* sections of the courses you combined so they do not appear in your course list. To do this, click on the gear icon in the upper right corner of the **My Courses** section.

7. In the **Personalize: My Courses** page, scroll down to number 2 **Edit Course List**. You will see a list of all combined courses and child sections. Under the **Course Name** heading, **uncheck** the names of the **child sections that you do not want to appear in the My Courses section**. Click the **submit** button at the top of the page after you have **unchecked the courses you do not want to appear.**

If you have any questions regarding Marking and/or Combining courses and sections in myCourses Blackboard Learn, contact the ITS Help Desk at 662.325.0631 or email *helpdesk@msstate.edu*. There is also additional information on the ITS web page at *its.msstate.edu*.