Entering Faculty IDs in SIS for MyTulane (Blackboard) Interface
Screens 13c and 13d

Most administrative assistants in academic departments have Student Information System (SIS) accounts that allow them to update limited information on course management screens like 18a - Special Course Registration, and 131 - Course Section Capacity. If you do not have an SIS account or you find that you are not able to update information on screen 13c, please send an email message to accounts@tulane.edu.

After logging into SIS, it might be best to print out a listing of your department’s courses. You should go to SCREEN: 13d, CRS: (4 character subject area code) for TERM: 091 (Spring 09) and print the pages for your department. Faculty IDs and Types should be entered on all courses, even independent study courses.

Next, go to SCREEN 13c for CRS: (9 character course no.). and press Enter
Below is an example for Anthropology – Human Origins, Anth10101, taught by Prof. Holliday, a tenure track professor. (Note: if the instructor name showing on the screen is incorrect or says “Staff” please email Kim Echols, kime@tulane.edu, in the Registrar’s Office with the correct name).

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13c FACULTY ID MAINTENANCE                         HUMAN ORIGINS            091

SCREEN: 13c  SID: _________ CRS: ANTH10101  TERM: 091

PUBLISHED INSTRUCTOR NAME: HOLLIDAY, TRENT
SECTION TITLE: HUMAN ORIGINS

FACULTY ID 1: thollid  TYPE: T
FACULTY ID 2: ________ TYPE: _

FACULTY ID CONSISTS OF ALL CHARACTERS PRECEDING THE “AT SYMBOL” IN THE TULANE NETWORK ADDRESS (EMAIL ADDRESS) OF THE INSTRUCTOR(S) TEACHING THE COURSE SECTION.

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1. Enter the Faculty ID in the field, “Faculty ID 1”.
   The faculty ID is the first part of the email address before the “@tulane.edu”. In this case, it’s “thollid”. If you don’t know everyone’s email address, you can search the Phone Book on Tulane’s website at: http://tulane.edu/phonebook.cfm.
2. Enter the code for faculty TYPE.
   There are 7 faculty types described here. You can also see these codes by putting your cursor in the Type field and pressing the F2 key.
   A = Adjunct
   C = Fixed Term Contract (Professor of Practice, Lecturer, Postdoc Teaching Fellow)
   G = Graduate Teaching Assistant
   O = Administrative Officers who teach (like Asst/Assoc Deans or Directors)
   R = Research Faculty
   T = Tenure/Tenure Track
   V = Visitor
3. Press the enter key after entering the information and move on to the next record.

If two faculty members are teaching the same course, you would enter both faculty IDs and types.
**Screen 13d – Faculty Display**

If you want to check the data that has been entered into screen 13c, you can find a listing of all courses within a subject area by going to screen 13d. Instead of entering a 9-character course number in the CRS field, enter the first 4 characters and press enter. For example, entering 13d for subject area ANTH will show all the courses in Anthropology. Under the column titled ENR, you will see the number of students enrolled and under ST you will find the course status:

- **O** = Open
- **C** = Closed
- **X** = Cancelled

If you have any problems following these instructions, please contact Ann Salzer (asalzer@tulane.edu or 314-2816) or Alysia Loshbaugh (akravitz@tulane.edu or 862-8209.)

**Accessing Courses on MyTulane (Blackboard)**

Not all instructors use MyTulane (Blackboard) so by default, all courses are kept unavailable until the instructor “activates” the course(s).

An instructor needs to log into MyTulane (Blackboard) by clicking the “MyTulane” Quick Link on Tulane’s home page. On the front page of the system, go to the Settings Menu of the Control Panel and then click on “Course Availability”. Courses that have been correctly coded on screen 13c will appear. Click on the appropriate course(s) to activate.

If the correct Faculty ID is on screen 13c and the instructor is still having trouble seeing his/her course(s), ask the instructor to call Erik Dearholt of the ILC at 862-8594.