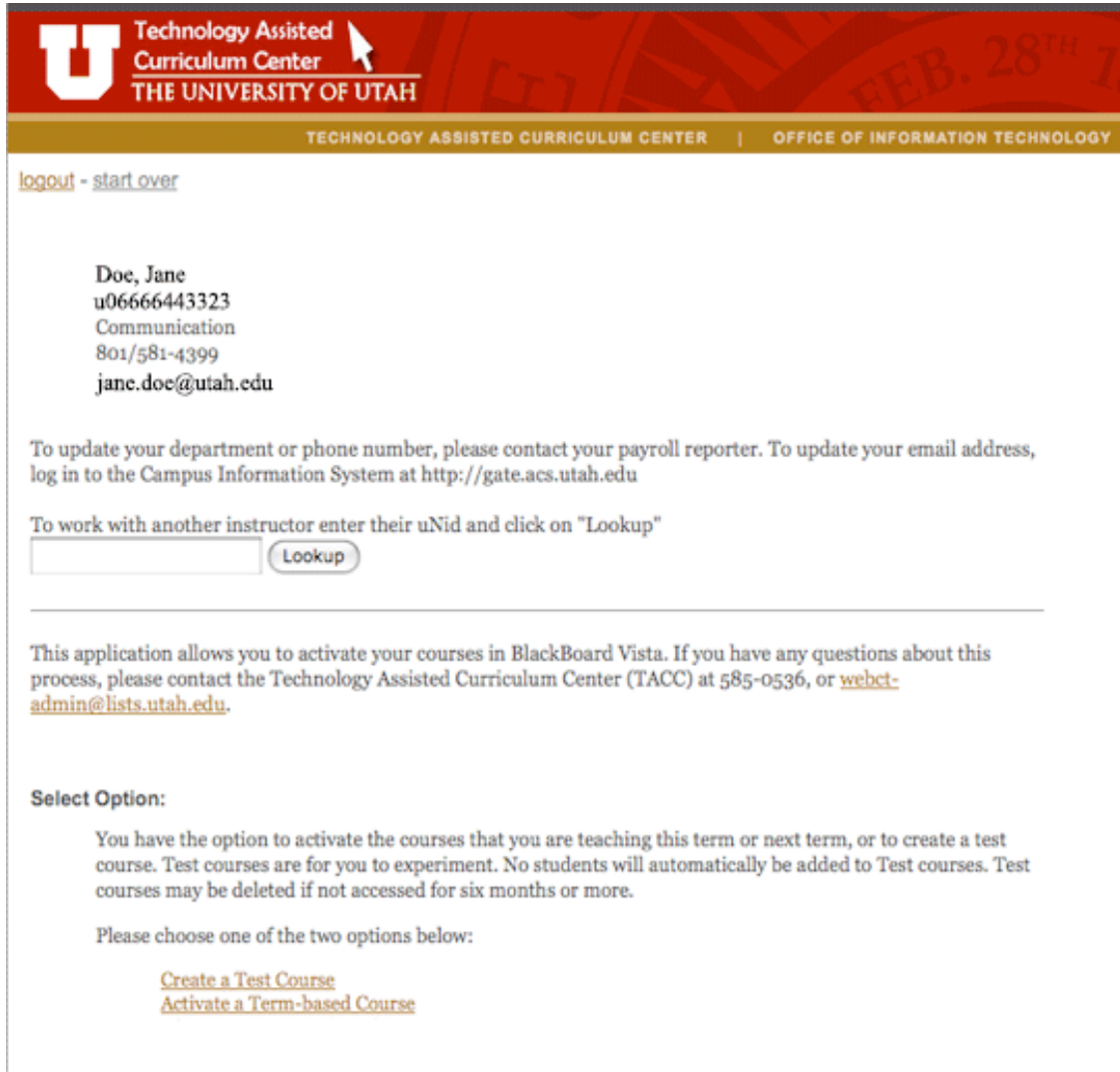


## Activate a Course in Blackboard Vista

Activating Your Course-

1. Login to [http://apps.tacc.utah.edu/course\\_activation/](http://apps.tacc.utah.edu/course_activation/) with the same login and password used for CIS. Once you are logged in the following screen will appear.



The screenshot shows the user interface for activating a course. At the top, there is a red header with the University of Utah logo and the text "Technology Assisted Curriculum Center THE UNIVERSITY OF UTAH". Below this is a gold navigation bar with "TECHNOLOGY ASSISTED CURRICULUM CENTER" and "OFFICE OF INFORMATION TECHNOLOGY". The main content area is white and contains the following elements:

- A link for "logout - start over".
- User information for Jane Doe: u06666443323, Communication, 801/581-4399, and janc.doe@utah.edu.
- Instructions to contact payroll for department/phone updates and the Campus Information System for email updates.
- A "Lookup" section with a text input field and a "Lookup" button.
- A paragraph explaining the application's purpose and providing contact information for the TACC.
- A "Select Option:" section with instructions and two links: "Create a Test Course" and "Activate a Term-based Course".

2. Towards the bottom of the page you will see two options. You can either create a test course or you can activate a course for the given semester.
3. If you activate a term-based course you will see a list of the current courses you are teaching for that semester. Select each course one at a time to activate it.
4. Once you have selected the course you will need to choose a template. The blank template is used if you want to copy content from a previous semester. The basic template gives you a start with some of the basic tools most instructors use.

5. Now click on Activate at the bottom of the page. This process takes a few seconds. If you scroll back up to the list of courses now you will see a red\* next to the newly activated course.
6. Keep repeating the process until all of your courses have been activated.
7. The last step is to get started adding content to your course. Go to <http://webct.utah.edu> to login.
8. Happy Course building!