

**HCC Blackboard Vista Class (Section) Creation Form  
For Hybrid (HY) or Web-Enhanced (WE) Classes**

**This form serves three purposes:**

1. Granting permission to teach a Blackboard Vista hybrid (HE) course or web-enhanced (WE) course (called "section" in Blackboard) - *Chair responsibility*
2. Checking for required training requirements - *Instructor and Chair responsibility*
3. Creating courses ("sections") in Blackboard Vista via PeopleSoft tag - *Chair responsibility*

**Date:** \_\_\_\_\_

**Faculty Name:** \_\_\_\_\_

**College:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Department/Discipline:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

{	Discipline (Group) Name: _____
	Course Name (i.e. Math 1301): _____ CRN (Section): _____
	Semester/Year being taught: _____
{	Discipline (Group) Name: _____
	Course Name (i.e. Math 1301): _____ CRN (Section): _____
	Semester/Year being taught: _____
{	Discipline (Group) Name: _____
	Course Name (i.e. Math 1301): _____ CRN (Section): _____
	Semester/Year being taught: _____

**Training Requirements** - attach a copy of class certificates or print out your training records from "@ Your Service" (See Faculty & Staff > @ Your Service)  
Hybrid Course (half on campus and half off) requirements (these are also recommended for web-enhanced courses, but not required):

{	Blackboard Vista I (BB Interface)	Developing an Online Course
	Blackboard Vista II (BB Content)	

**Chair approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

After approval, the Chair will create the course (CRN) in PeopleSoft, tag it (HY or WE) and modify the HCC class schedule, if necessary. The faculty member will keep a copy of the form. The course (section) will *automatically be populated with students one day before class officially begins via a script*. For additional information on Hybrid and Web-enhanced courses see <http://online.hccs.edu/> and select Faculty Procedures/Resources or call your college IDC.

**College Instructional Design Coordinator (IDC) and Phone/ Mail Code**  
Central (CE) Charlotte Hamilton 8-6087 MC-1229  
Coleman (CO) Ernest Reynolds 8-7308 MC-1637- H157

Northeast (NE) Linda Comte 8-8046 MC-1433  
Northwest (NW) Tom Haymes 8-5813 MC-1396  
Southeast (SE) Sandra Lebron 8-7110 MC-1638  
Southwest (SW) Doug Rowlett 8-6768 MC-1585b