Provisioning with OPALS

Provisioning is the act of copying content from an existing Blackboard course (either a master version or a previous semester offering) into a new copy and then linking that new course to its associated PeopleSoft roster so that students can access the course contents and tools. To provision your Blackboard course(s), instructors must use the Online Provisioning & Approvals for Learning Systems (OPALS) application. OPALS enables instructors to perform several tasks, including:

- Requesting a new Blackboard course and tracking the progress of the request.
- Provisioning their Blackboard courses each semester.
- Adding additional sections of students to an already provisioned Blackboard offering.
- Changing the display name of a provisioned Blackboard offering.
- Receiving Quality Assurance (QA) feedback and approval from the Office of Online Programs (fully online courses ONLY).

This handout will explain how to provision your course(s) in OPALS.

LOGGING IN

1. OPALS may be accessed either directly at https://apps.uhcl.edu/OPALS/ or from the UHCL Blackboard login page (https://blackboard.uhcl.edu/webapps/login/). From the login page, click on the "OPALS (Provisioning) link, located in the "For Faculty" section.

2. OPALS uses the UHCL Single Sign-On. At the OPALS welcome screen, use the same username and password that you use to access your UHCL workstation or campus email. Then, click the Login button.

PROVISION (COPY EXISTING BLACKBOARD COURSE CONTENT INTO) A SEMESTER OFFERING

NOTE: You cannot create a new blank semester offering using OPALS. You can only create semester offerings based on previous Blackboard content. If you require a new blank master course, use the "Request a Course" link, located in the Quick Links area of the Home tab screen, to submit your request.

1. Once you have logged into OPALS, you will be at the Home tab of the application. To begin the provisioning process, click the "Provision a Course" link, located in the Quick Links area of the screen.

2. At the Provision a Course screen, you must first choose the semester for which you want to provision. Then, select whether you want to use the contents from an existing master course or a previous semester offering for your new Blackboard offering. Finally, click the "Next" button to continue.

3. Depending on which option you selected in Step 2 (above), a list of either available master courses or previous semester offerings will appear from which you will select the source of the contents for your new Blackboard shell. The example below shows the content selection screen for provisioning from a master course. Click the radio button located to the left of the desired source content name and then click the Next button to proceed.
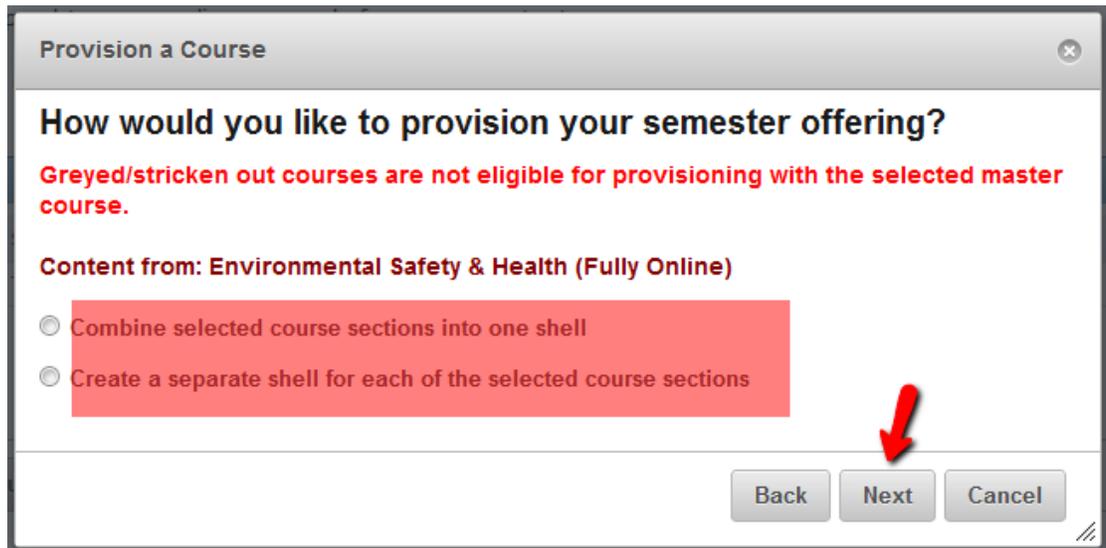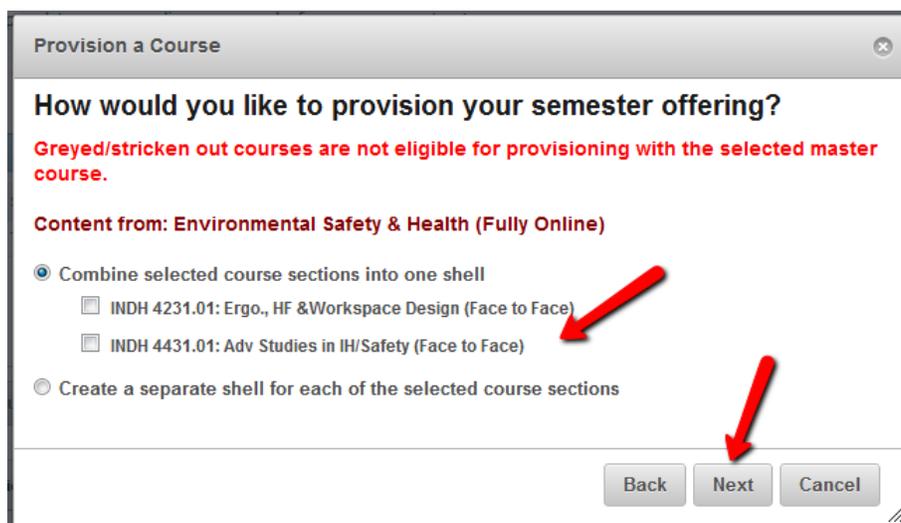

4. You will now specify which students should be loaded from PeopleSoft into your new semester offerings(s). Option A: If you have cross-listed courses or multiple sections of the

same course and you want all cross-listed or multiple section students to share the SAME Blackboard shell, select the option to "Combine selected course sections into one shell". Option B: If you are simply provisioning a single section of a single course or you are teaching multiple sections of the same course and you want each section to have its own Blackboard shell, select the option to "Create a separate shell for each of the selected sections". Once you have specified your choice, click the Next button.

    a.   OPTION A (Single Shell for Multiple Courses or Sections)

IMPORTANT! If you have elected to "Combine selected course sections into one shell" and you have checked multiple courses or sections, students from ALL of the selected courses or sections will be loaded into the SAME Blackboard offering. Select one or more courses or sections that share a Blackboard offering based on the content that you have specified. Then, click the "Next" button.

    b.   OPTION B (Separate Shell for Multiple Courses or Sections)

IMPORTANT! If you have elected to "Create a separate shell for each of the selected course sections" and you have checked multiple courses or sections, Blackboard will create a separate offering for each course or section selected using the contents indicated in the "Content from:" area of the screen. Select one or more courses or sections that should have their own Blackboard offering based on the content that you have specified. Then, click the "Next" button.

NOTE: OPALS will not allow you to provision a course that is listed in the university schedule as partially or fully online from a master course or previous semester offering for a face-to-face course. If you are transitioning a face-to-face course to a fully online course, you must complete an online Course Request and the online version must be submitted for Quality Assurance (QA) review and approved by the Office of Online Programs before you will be able to provision a fully online offering from it.

5. At the Confirmation screen, verify that the information for the new offering is correct. Then, click the "Submit" button. You can click the "Back" button if you need to make a change.

Your new shell will be available in the Blackboard system after 24 hours. After that time, you may access the shell for editing and updating for the new semester.