

## Instructions for Requesting a Master Course

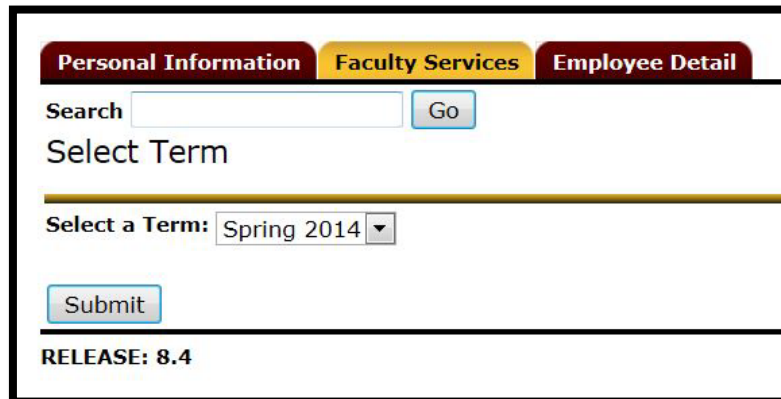
To begin, please log into Wingspan

1. Login to Wingspan at <http://wingspan.winthrop.edu/>. Your screen will resemble the image below.



The screenshot shows the Wingspan login interface. At the top, there is a logo with the word "WINGS PAN" in yellow letters above a stylized wing graphic. Below the logo is a white box with a red border titled "Secure Access Login". Inside this box, there are two input fields: "User Name:" and "Password:". Below these fields are two buttons: "Login" and "Cancel". At the bottom of the box, there is a link that says "Forgot your password?".

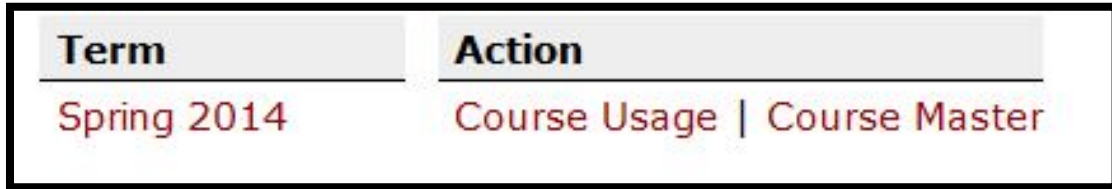
2. Enter your Winthrop User Name and Password.
3. Once you have logged in, click on the **Faculty Services** tab.
4. Click on the **Blackboard Course Usage** link.
5. Select a term from the Select a Term drop down menu.
6. Click Submit.



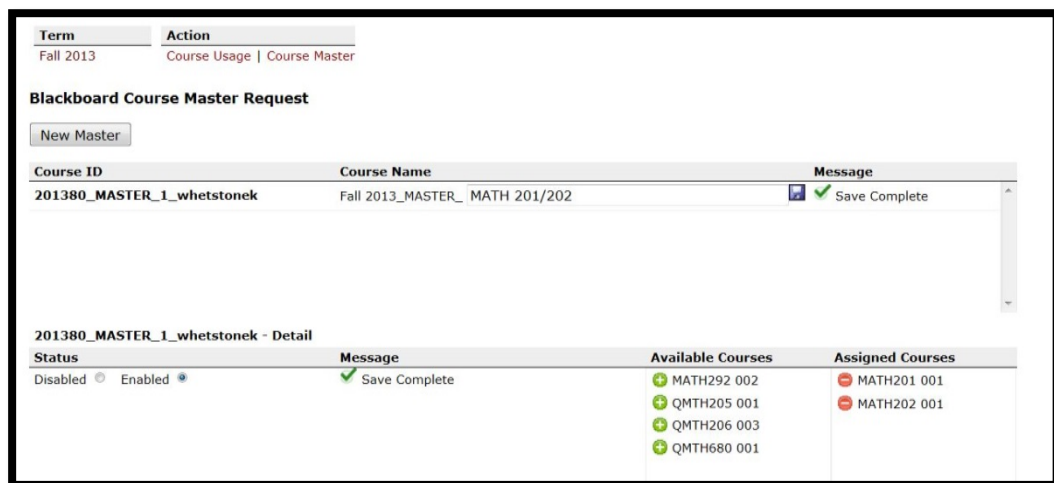
The screenshot shows the Faculty Services page. At the top, there are three tabs: "Personal Information", "Faculty Services" (which is highlighted in yellow), and "Employee Detail". Below the tabs is a search bar with the text "Search" and a "Go" button. Underneath the search bar is the text "Select Term". Below that is a dropdown menu labeled "Select a Term:" with "Spring 2014" selected. At the bottom of the page is a "Submit" button. At the very bottom, there is a footer that says "RELEASE: 8.4".

For any assistance completing this form, please contact Kimarie Whetstone at [whetstonek@winthrop.edu](mailto:whetstonek@winthrop.edu) or 803-323-2551.

7. To request a master course, please click on the link for **Course Master** located near the middle of the page.



- Click on the **New Master** button.
- Enter a name for the master course in the **Course Name** text box, and click the save icon beside it.
- The course master detail area will display.



- Change the status of the master course to **Enabled** by clicking the "Enabled" radio button. A "Disabled" master course will not be created.
- Click the plus icon beside a course in the **Available Courses** list to assign the course to the master.
- Click the minus icon beside a course in the **Merged Courses** list to un-assign a course from the master. A course can only be assigned to one master.
- Your selections are saved automatically.
- Return to Step 7a to request additional master courses for the selected term or you may log out of Wingspan when finished. Thank you!

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