

## Master Course Request Instructions

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### Overview

This tutorial will explain how to request a **Master Course**.

### Quick Steps

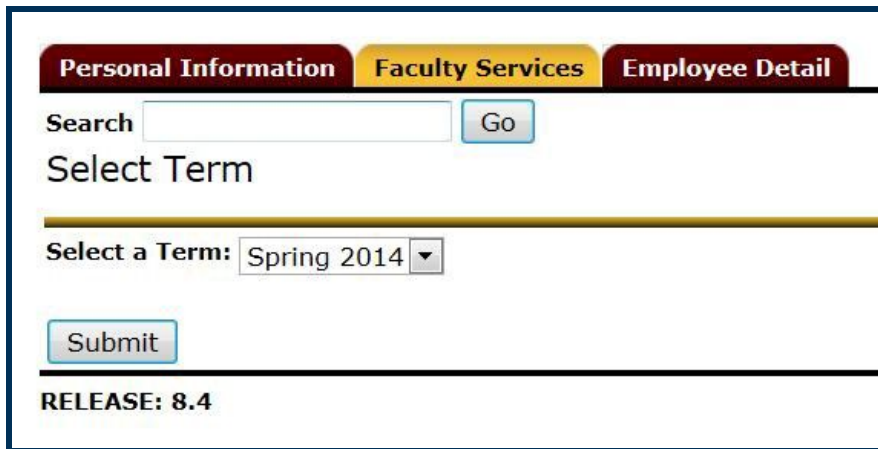
Wingspan > Faculty Services > Blackboard Course Usage > Select a Term > Submit > Course Master > New Master > Course Name > Save > Enabled > Assign Courses

### Step 1

Log in to [Wingspan](#).

### Step 2

Click on the *Faculty Services* tab. From the Faculty Services page, click on the *Blackboard Course Usage* link. Next, select a term from the “Select a term” dropdown menu. Finally, click the *Submit* button.



The screenshot shows a web interface with three tabs: 'Personal Information', 'Faculty Services' (which is highlighted in yellow), and 'Employee Detail'. Below the tabs is a search bar with a 'Go' button. Underneath is a section titled 'Select Term' with a horizontal line. Below this line is a dropdown menu labeled 'Select a Term:' with 'Spring 2014' selected. At the bottom of this section is a 'Submit' button. Below the entire form area, it says 'RELEASE: 8.4'.

### Step 3

To request a Master Course, click on the *Course Master* link located in the *Action* column.

Term	Action
Spring 2014	Course Usage   Course Master


## Step 4

Click the *New Master* button.










## Step 5

Enter a name for the Master Course in the *Course Name* column, then click the *Save* icon that follows it (floppy disk).

Course ID	Course Name	Message
201380_MASTER_1_whetstonek	Fall 2013_MASTER_ MATH 201/202	 Save Complete

## Step 6

Once saved, the Course Master Detail area will display.

201380_MASTER_1_whetstonek - Detail			
Status	Message	Available Courses	Assigned Courses
Disabled <input type="radio"/> Enabled <input checked="" type="radio"/>	 Save Complete	 MATH292 002  QMTH205 001  QMTH206 003  QMTH680 001	 MATH201 001  MATH202 001

- Change the status of the Master Course to “Enabled” by using the radio buttons in the *Status* column. A “Disabled” Master Course will not be created.
- Click the *Plus (+)* icon that precedes a Course ID in the *Available Courses* column to assign the course to the Master.
- Click the *Minus(-)* icon that precedes a Course ID in the *Assigned Courses* column to remove a course from the Master.



*A course can only be assigned to one Master.*

## Step 7

Selections are saved automatically. Return to [Step 4](#) to request additional Master Courses for the selected term. If finished, you may log out of Wingspan.