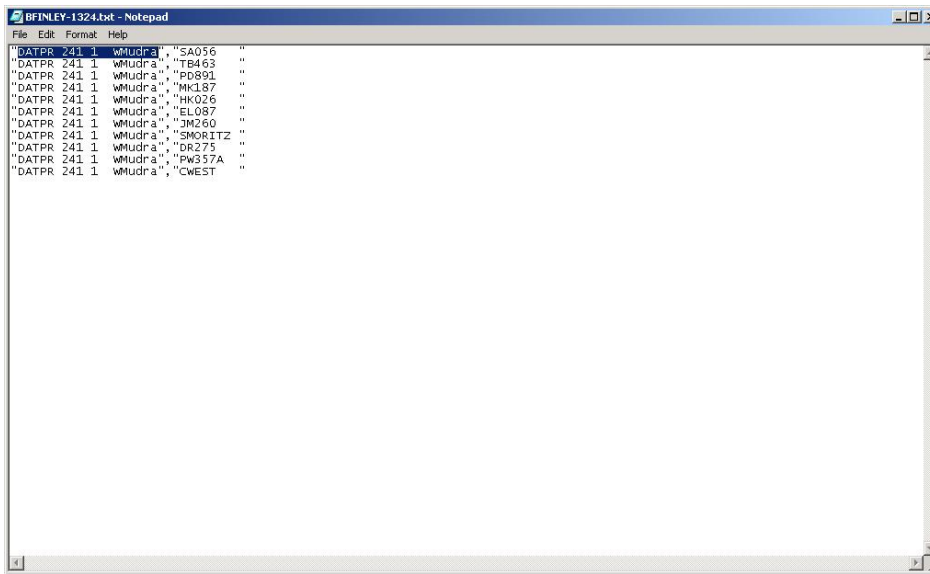


Edit PeopleSoft/Blackboard Text File for Batch Enroll

Updated 12.04.04

Create and open the PeopleSoft Blackboard Text File through Class Roster Options.

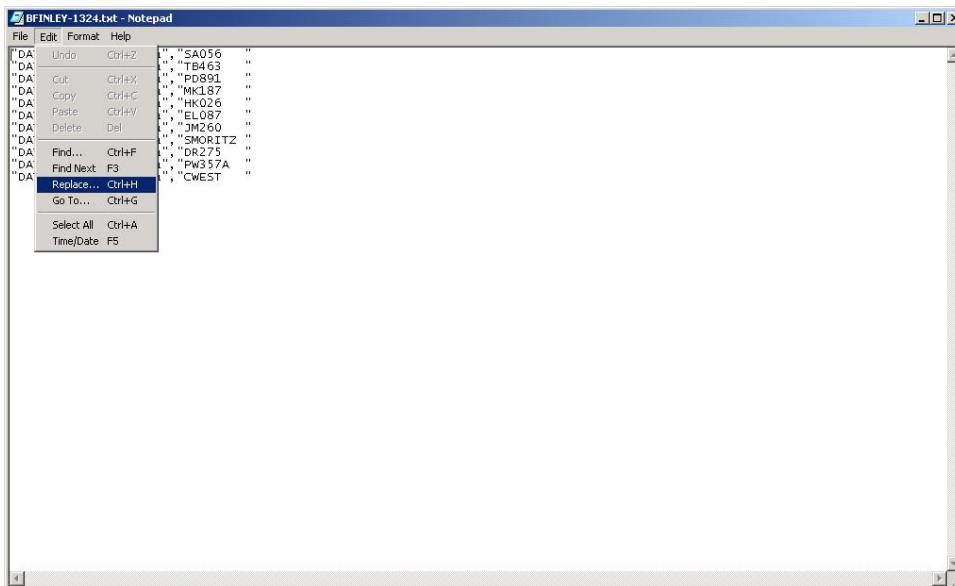
The file is formatted in the way it needs to be for Blackboard to accept it. You will see the class name which is made up from the subject, course number, section number, and instructor as it was listed in PeopleSoft. The class name will be followed by the student login ID.



```
BFINLEY-1324.txt - Notepad
File Edit Format Help
"DATPR 241 1 wMudra" "SA056 ""
"DATPR 241 1 wMudra" "TB463 ""
"DATPR 241 1 wMudra" "PD891 ""
"DATPR 241 1 wMudra" "MK187 ""
"DATPR 241 1 wMudra" "HK026 ""
"DATPR 241 1 wMudra" "EL087 ""
"DATPR 241 1 wMudra" "JM260 ""
"DATPR 241 1 wMudra" "SMORITZ ""
"DATPR 241 1 wMudra" "DR275 ""
"DATPR 241 1 wMudra" "PW357A ""
"DATPR 241 1 wMudra" "CWEST ""
```

Select all of the text of the class name beginning **INSIDE** the first double quote and selecting everything up to the last double quote of the class name.

Press “Ctrl-C” or go to the **Edit** menu and choose “Copy”. This is the text that will be replaced with the actual Blackboard course name.



```
BFINLEY-1324.txt - Notepad
File Edit Format Help
File Edit Format Help
"DA Undo Ctrl+Z "" "SA056 ""
"DA Cut Ctrl+X "" "TB463 ""
"DA Copy Ctrl+C "" "PD891 ""
"DA Paste Ctrl+V "" "MK187 ""
"DA Delete Del "" "HK026 ""
"DA Find... Ctrl+F "" "EL087 ""
"DA Find Next F3 "" "JM260 ""
"DA Replace... Ctrl+H "" "SMORITZ ""
"DA Go To... Ctrl+G "" "DR275 ""
"DA Select All Ctrl+A "" "PW357A ""
"DA Time/Date F5 "" "CWEST ""
```

From the **Edit** menu select “Replace”.

The goal is to replace all of the PeopleSoft generated class names with the actual Blackboard Course “ID”.

If an instructor has multiple BlackBoard Courses they can be prepared as individual files or all together in one file.

The important element is that class name **MUST** match the Blackboard Course “ID” **EXACTLY!**

If you requested all of the classes for an Instructor by using the EmplID in the PeopleSoft selection, all classes for the term selected will be shown in the text file. If one or more of the courses does not need to be imported into Blackboard, simply select the text and delete the information from the file.

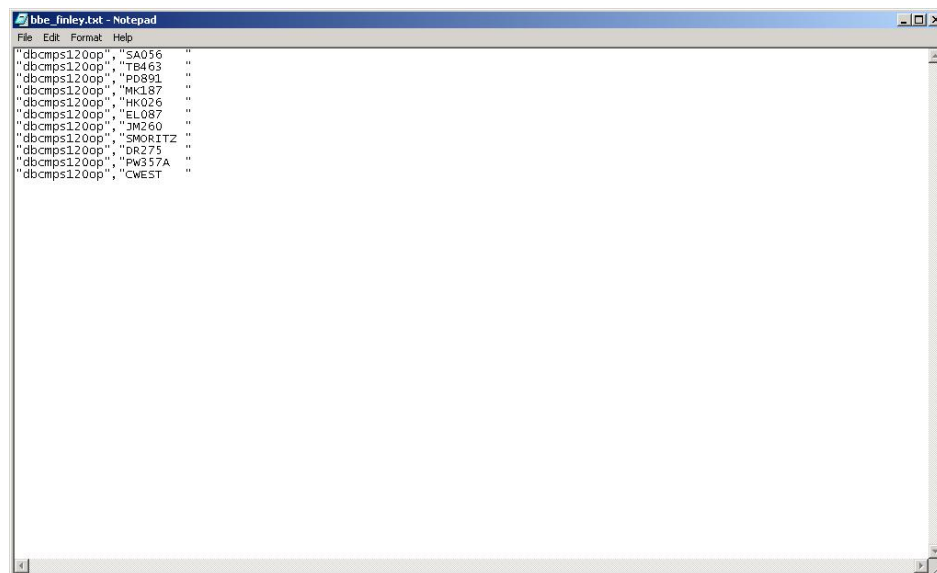
If there are multiple classes to be imported make sure you replace the class name in the text file with the proper Blackboard course name.



Once you have copy the course ID from within the quotes, paste it into the **Find what:** field of the replace window by pressing “Ctrl-V”.

In the **Replace with:** field, type the exact Black board course ID that corresponds to the PeopleSoft class name pasted in the **Find what:** field.

Click on “Replace All” to complete the edit.



The file should now resemble the one at left.

To complete the process go to the **File** menu and select “Save As”.

Save the file to your H: drive and name it:

Bbe_bfinley.txt, replacing the Bfinley with your PeopleSoft Login name.

Once the file is saved, e-mail it to pc_helpdesk@icc.edu with the subject Blackboard batch enroll.

Ask the Help Desk to batch enroll the file.

Any questions with the process should be referred to the Help Desk at 694-5457.