

## Creating a Section Using the Section Management Utility (SMU)

Before you can create a section in Vista, you must set up your Neo account. To set up your Neo account please refer to the ITS handout "Logging in to Vista."

Once you have set up your Neo account and can log in to Vista, you can request your section be loaded. This means that ITS will take SIMS information from the Office of the Registrar for your section and load it into Vista and create a section that includes all students who are registered for your course.

To request a section first log in to Vista. Once you are logged in you should be on the **TAMU Vista** tab. From here, click the link **Faculty—Request Vista Section**.

The screenshot shows the TAMU Vista web interface. At the top, there are tabs for 'TAMU VISTA', 'Administration', and 'Content Manager'. Below the tabs, a welcome message reads: 'Welcome, Melanie Best . Today is October 11, 2007 3:39 PM CDT.' The main content area is divided into three sections: 'Course List', 'Calendar Week', and 'Who's Online'. The 'Course List' section contains three entries: '07C INST 322 502 EDUC MULTICULTURAL', '07C POLS 206 509 AMER NATNL GOVT', and '07C EHRD 627 600,700,720 RSCH & DEVEL IN EHRD'. The 'Calendar Week' section shows a schedule for October 7, 2007, and October 12, 2007. The 'Who's Online' section lists various courses and their current student counts. In the left sidebar, under 'Campus Bookmarks', the link 'Faculty--Request Vista Section' is highlighted with a red box.

A new window should appear with a login screen for the Section Management Utility, or SMU. You will also need your NetID and password to log in to the SMU.


### Blackboard Vista Section Management Utility

NetID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Log-In"/>	

Once you have logged in to the SMU, you will have two options:

**Section Management** - This will allow you to request your Vista section

**Member Management** - This will allow you to add members to your Vista section once it has been requested and created; once your request has been submitted, you will receive a confirmation email.

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Welcome, [mdbest!](#)

[Section Management:](#) request your Vista sections  
[Member Management:](#) add members to your Vista sections

[SMU HELP](#) | [TAMU Home](#) | [Site Map](#) | [Webmaster](#)  
[Privacy Statement](#) | [Accessibility Statement](#)

You can use the **SMU Help** button at the bottom of the screen for help using the SMU. If you have any questions about using the SMU, contact ITS at 862-3977 email [its@tamu.edu](mailto:its@tamu.edu).

If your request is made prior to the start of the semester, the section will be loaded the week before classes begin. If your request occurs after the semester begins, it should be processed within a few hours. If the process takes over 24 hours and you do not see your section listed, please contact ITS.