

## Activating Sections in Western Online

Activation creates the section and loads the student roster from STARS registrations. Once activated, your student roster will update every 24 hours with new adds and withdrawals. Keep in mind that your access to the section will begin immediately upon activation, but student access to the course will not begin until the start date as set during the activation process. To activate a section:

1. Go to <https://westernonline.wiu.edu>. On the login page to the left under Faculty Resources, click on **Activate/Modify a Section**.
2. Enter your ECOM username and password.
3. Use the pull down menu to change the STARS listing to the desired semester. Locate the STARS section you wish to activate. **NOTE:** If the course you wish to activate is not listed, it is likely that you are not currently listed as the instructor of record by WIU ID number in STARS. Contact your department office to make necessary adjustments in STARS.
4. Mouse over the Section Title to reveal the STARS information for the section including start and end dates. If you would like different student access dates than the published STARS dates, click the Calendar tool to select your preferred start and end dates and then click the **Activate** button. Continue activating each desired section in the same manner. When finished, return to the WesternOnline login page.
5. If you are teaching multiple sections of the same course, see "Should I Cross-List?" below before you continue with step 6.
6. Login to WesternOnline and locate the newly activated section under your course listings.
7. The first time you enter a newly activated section, you will be asked where you want the initial content to come from. ***You only get this opportunity once.*** If you have an existing section from a prior semester in WO, and you want to copy it into the activated section, choose **Copy from Another Course**. For new empty sections, choose **Create a Blank Course**.

## **Should I Cross List?**

Cross Listing allows multiple activated sections to be merged into one section with combined rosters. Cross listings are generally used to combine cross listed courses (e.g., PSY100 and WS100) into one Western Online section. However, cross listings can also be used when students in different sections need to be combined into one common section for communications, grading, or shared content.

### **Cross Listing MUST be completed BEFORE content is added!**

If you would like to request a cross listing you will need to:

1. Activate each section you want cross-listed using the course activation form (see above).
2. Contact the UCSS Helpdesk ([ucss@wiu.edu](mailto:ucss@wiu.edu)) and put in a ticket to have your courses cross-listed. Provide the following information in the request:
  - Your ECOM username
  - All the sections to be cross-listed
  - The STARS number of each section

## **Need Further Assistance?**

If you have additional questions or need assistance activating sections, visit the WesternOnline FAQ page at <http://www.wiu.edu/westernonline> or contact the UCSS Help Desk at 298-2704 or via email at [ucss@wiu.edu](mailto:ucss@wiu.edu).