Blackboard Manager: Activating and/or Copying a Single Course

Getting Started:

1. Login to Blackboard.
2. Select My NDSU on the top right.
3. Click the “NDSU Course Activation” tab on the light green banner of Blackboard.
4. Click “Login to Bb Manager” link.
5. Log into CAS using the same credentials you use to log into NDSU computer labs.

6. At the Course Wizard, Click the correct term, Click “Single Course” and “Next”.

Select Single Course if you are teaching only 1 section of a course or if you want to keep different sections of the same course in separate Blackboard course shells.
The Campus Connection course(s) where you are listed as instructor will appear for you to activate. You only need to activate the courses you wish to use Blackboard for.

7. Click on a course to activate it.
8. A prompt appears verifying you want a “stand-alone course” (not merged sections), click OK to continue. If not correct, click Cancel and click the Course Creation Wizard to start over.

You will be brought to "Course Wizard: Copy" page.

9. a. If you DON’T want to copy any content, click the Skip the Copy Step and proceed to the validation page.
10. A final validation appears. If everything is correct, click Submit Request.

To Copy Previous Course Content

9. b. Click on the name of the course to copy from.

Note: the “Course Id” displays the class number of the course, make sure it is from a previous course. This information assists in choosing the correct course to copy from.
10. A final validation appears. If everything is correct, click **Submit Request**.

If you “copied content”, the Copy Source ID will also display.

**NOTE:** The Course should be the current semester course and the Copy Source should be your previous course number!