Creating/Activating, Copying and Combining Courses with Blackboard Manager

Blackboard Manager:
- Allows instructors to create/activate, copy and/or merge (combine) Blackboard courses
- Lists all course sections where you are listed as the instructor of record in Campus Connection
- Can handle requests for multiple semesters

Getting Started:
1. Click the Course Activation tab at the top of the Blackboard window > click “Login to Bb Manager”
   -- OR --
   Go to: https://apps.ndsu.edu/bb-manager/leader/coursewizard/start/ (click the Course Creation Wizard link on the left, if necessary)
2. Login to Bb Manager using the same credentials you use to login to Blackboard.
3. Select the correct term
4. Select Single Course or Merge Sections
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.

Choose **Merge Sections** to combine multiple sections of a course (i.e. 400/600 level courses, etc.) into one Blackboard course shell.

5. Click **Next >**

Did you choose **Single Course**? Continue with the steps below (pages 2 – 4):

Did you choose **Merge Sections**? Skip to page 4:

**Creating/Activating a Single Course with or without Copying Previous Content:**

A list of all courses and sections you are teaching for the requested term will appear. If you are NOT listed as the instructor of record for any courses in Campus Connection, an error message appears instead.

You are not required to create/activate all of the courses in the list. If you don’t wish to use Blackboard for some courses, simply ignore them!

6. Click on a course in the list to create/activate it.

A verification prompt appears. If you’ve chosen the correct single course (not a merged course with multiple sections), click **OK** to continue. If not, click **Cancel** and click the Course Creation Wizard link to start over.
Copying Previous Course Content into a Single Course:

If you DON’T want to copy any previous course content, click the Skip the Copy Step link at the top of the page.

To copy content from a previous course, click on the name of the course to copy from. Note that the Term column on the right identifies the semester the course was taught, and the Course Id column displays the class number of the course. This information makes it easier to choose the correct course from the list.

Retention of Tegrity Recordings:

- If you don’t use Tegrity Lecture Capture, leave the default 30-Days option selected and click the Next > button.
- If you don’t need the recordings for future courses, leave the default 30-Days option selected.
- If you want to keep the Tegrity recordings for future courses, choose 6 Semesters.
- Click Next > to continue.
Review Choices and “Submit Request” to Finish:
A final validation screen appears. If everything is correct, click Submit Request.
If you copied content from a previous course, the Copy Source item will list the course ID of the previous course. If you didn’t copy content from a previous course, Copy Source will be blank.

If the information displayed is NOT correct. Click Cancel Request then click the Course Creation Wizard link to start over.

Merging Multiple Course Sections into One Blackboard Course:
Assumption: You’ve already logged into Bb Manager and chosen the Course Creation Wizard from the left-side menu. For help with this, see the instructions on pages 1-2.

3. Select the term. Choose Merge Sections.
4. Click Next > to continue.

A list of all of the courses and sections you teach for the requested term will appear.

- Type a course title for the merged (Master) course in the “Master course name” field. A suggested format includes term, department acronym, catalog #, course title, and “ – Master”. Students will see the course title as it appears in Campus Connection.

Example: Fall 2018: CHEM 101 – Introduction to Chemistry – Master

- Check the boxes to the left of each course section to be merged. Note: for long lists, change the “Show 50 entries” choice to “All” to be able to choose all of the related sections from one screen.)
- Click Next > to continue.
Copying Previous Course Content into a Merged Course:
If you DON’T want to copy any previous course content, click the Skip the Copy Step link at the top of the page.

To copy content from a previous course, click on the name of the course to copy from. Note that the Term column on the right identifies the semester the course was taught, and the Course Id column displays the class number of the course. This information makes it easier to choose the correct course from the list.

The course you want may be on the next page. See the bottom-right corner for paging.
Retention of Tegrity Recordings:

- If you don’t use Tegrity Lecture Capture, leave the default **30-Days** option selected and click the **Next >** button.
- If you don’t need the recordings for future courses, leave the default **30-Days** option selected.
- If you want to keep the Tegrity recordings for future courses, choose **6 Semesters**.
- Click **Next >** to continue.

Review Choices and “Submit Request” to Finish:

A final validation screen appears. If everything is correct, click **Submit Request**.
If you copied content from a previous course, the **Copy Source** item will list the course ID of the previous course. If you didn’t copy content from a previous course, **Copy Source** will be blank.

If the information displayed is NOT correct. Click **Cancel Request** then click the **Course Creation Wizard** link to start over.
Final Instructions and Information:

- When you’ve finished creating/activating, copying and/or merging a course, click on the **Course Creation Wizard** link to process another course for that term, or click the “Logout” button in the top-right corner to log out of Bb Manager.
- This utility **cannot** combine multi-section courses that are taught by multiple instructors. **Example: COMM 110.** If you are an instructor of a course like that, contact your departmental course facilitator and **do not create/activate your course as a “Single Course”**.
- Course facilitators: Please contact Instructional Services for help.
- **Need Help?**
  - IT Help Desk – Phone: 1-8685 (option 1) / Email: ndsu.helpdesk@ndsu.edu
  - Instructional Services Staff – Phone: 1-6330 / Email: ndsu.instructional.services@ndsu.edu

What is this Master/Child business all about?

NDSU utilizes the Blackboard **Master/Child** functionality to combine multiple Blackboard course shells into one to allow the upload of grades from Blackboard to Campus Connection in the future.

If you have merged multiple sections into a Master/Child course, you will see a **Master** course with a course ID such as 191-NDSU-P00005 and individual **Child** courses with typical course IDs such as 191-NDSU-1465, but the Child courses are integrated into the Master course.

The Master course contains all course content and student enrollments for each section in one course. All content, announcements, assignments and grading occur in the Master course. **Instructors do not use the Child courses for any purpose.** The Child courses keep track of which students are in which sections and feed the rosters to the Master course. Students only see the Master course. To avoid confusion, instructors are encouraged to hide the Child courses in their own Blackboard course lists.

**All students enrolled in this course see the same content, receive the same assignments and tests and have the same points possible. Only the Master course can be made available to students.**