Creating/Activating, Copying and Combining Blackboard Courses with Blackboard Manager

Blackboard Manager:

- Replaces the previous “Course Create Utility” on the Blackboard Home page
- Allows faculty to create/activate, copy and combine Blackboard courses
- Lists all course sections in which an instructor is the official instructor on Campus Connection
- Can handle requests for multiple semesters

Getting Started:

Go to: https://apps.ndsu.edu/bb-manager/leader/coursewizard/start

(The Home, Courses, and Bb Help tabs provide links to the utility.)

Log into Bb Manager using the same login information used for Blackboard.

Identify as an Instructor and select the term.
Also choose between Single Course and Merge Courses

(Choose Single Course if you are teaching only 1 section of a course or if you want to keep sections of a course in separate Blackboard courses. Choose Merge Courses if you are teaching more than 1 section of a course – like 400/600 level courses – that will use the same Blackboard course.)
Creating/Activating a Single Course with or without Copying Previous Content:

A list of all the courses and sections you teach for the requested term will appear. (If you are not the official instructor of any courses, an error message will appear instead.)

It is not required that you create/activate all the courses in the list. If you don’t want to use Blackboard for some courses, simply ignore them!

Choose a course to create/activate from the list.

A verification popup window appears. If you’ve chosen the correct course and it is a single course (not a combined course of multiple sections), click OK to continue on. If not, Cancel and use the back button to try again.
Copying Previous Course Content into a Single Course:

If you don’t want to copy any previous course content, click on the Skip the Copy Step link.

If you want to copy content from a previous course, click on the name of the course to be copied from. Note that the Term column on the right identifies when the course was taught, and the Course Id column displays the class numbers of the courses. This information makes it easier to choose the correct course from the list.

Retention of Tegrity Recordings: (Update as of November 2016)

- If you don’t use Tegrity, leave as the 30-day setting and choose the Next > button.
- If you don’t need the recordings for future courses, leave as the default 30-day setting.
- If you want to keep the Tegrity recordings for future courses, choose 6 Semesters.
- Choose Next > to continue.
Review Choices and “Submit Request” to Finish:

A final validation screen appears. If all your choices are correct, click Submit. 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 and use the browser’s back button to make needed changes.)
Merging Multiple Course Sections into One Blackboard Course:

Assumption: You’ve already logged into the utility and chosen Course Wizard from the side menu. For help with this, see instructions on page 1-2.

Identify as an Instructor and select the term. Choose Merge Courses.

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

- Type the course title for the merged course in the first blank field. Suggested format includes department acronym, catalog #, course title, “- Master “ and the term. The students will see this title. Example: COMM 261: Intro to Web Development – Master – Fall 2015
- Choose all the course sections to be merged from the courses list. (Note: For long lists, change the “Show 50 entries” choice to “All” to be able to choose all the related sections from one screen.)
- Click on Next to continue.
Copying Previous Course Content into a Merged Course:

If you don’t want to copy any previous course content, click on the *Skip the Copy Step* link.

If you want to copy content from a previous course, click on the name of the course to be copied from.

- The **Term** column on the right identifies when the course was taught, and the **Course Id** column displays the class numbers of the courses. This information makes it easier to choose the correct course from the list.
- The course you want may be on the next page. See right bottom corner for paging.

Retention of Tegrity Recordings: (Update as of November 2016)

- If you don’t use Tegrity, leave as the 30-day setting and choose the **Next >** button.
- If you don’t need the recordings for future courses, leave as the default 30-day setting.
- If you want to keep the Tegrity recordings for future courses, choose **6 Semesters**.
- Choose **Next >** to continue.
Review Choices and “Submit Request” to Finish:

A final validation screen appears. If all your choices are correct, click **Submit**.

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** and use the browser’s back button to make needed changes.
Final Instructions and Information:

- As you finish creating/activating, copying and/or combining a course, click on Course Wizard to process another course for that term.
- This utility cannot combine multi-section courses that are taught by multiple instructors. Ex: COMM 110. If you are an instructor of a course like that, contact your departmental course facilitator and do not create/activate your section as a “single course.”
  Course facilitators: Please contact Instructional Services for help.
- Need Help?
  o Instructional Services Staff – Phone: 1-6330 / Email: ndsu.instructional.services@ndsu.edu
  o ITS Help Desk – Phone: 1-8685 option 1 / Email: ndsu.helpdesk@ndsu.edu

What is this Master/Child business about?
Due to changes in Blackboard and the desire to eventually allow upload of grades from Blackboard to Campus Connection, NDSU has switched to the Master/Child functionality for combined Bb courses. In the past, when courses were combined, the class numbers were added to the end of the course ID, like 151-NDSU-1465-2100-1177. Now there is a Master course with a course ID like 161-NDSU-P00005 and individual Child courses with typical course ID's like 161-NDSU-1465, but the Child courses are integrated into the Master course.

With the Master/Child setup, the Master course contains all the content and students for all the different sections in one course. All content, announcements, assignments and grading occur in the Master course. Instructors do not use the Child courses for anything. The Child courses only keep track of which students are in what 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 Blackboard Course List.