Quick Start: Where To Begin?
Creating a Blackboard Course

This instruction set covers:

1. How to create a master course
2. How to make a course available to students
3. How to merge (cross-list) courses
4. How to note in Vista that your course is available in Learn to help students find your Learn course

An instructor can begin creating content for a course in Blackboard at any time. A utility is available that enables instructors to create a master course whenever needed. This Master Course Creator tool is located within Blackboard Learn.

BB Learn Course Creation Process:
1. Go to Purdue Webpage www.purdue.edu, and click “Blackboard” at the bottom of the webpage. The following page appears: http://www.itap.purdue.edu/learning/tools/blackboard/

![Blackboard Vista and Blackboard Learn](image)

2. Click “Blackboard Learn Log on” button and log on using your Purdue Career Account.

3. Once authenticated, click the “Utilities” tab, and select the “Create Master Course” link.
4. Complete the form for the course that you will be creating.

5. Click **Submit**.
   a. A message will appear confirming the master course was created successfully.
   b. The course is created with the following naming convention:
      <Campus>-Master-Course Number>-<career account>-<semester>.
      Example: **WL-Master-NUR-22301-ckchang-Fall**

6. Click the “**My Blackboard**” tab to view available courses. Click the name of the newly created course to begin building.

Resources to assist with building course content may be found here:

   Faculty Resources: [http://www.itap.purdue.edu/learning/tools/blackboard/learn_res/faculty.cfm](http://www.itap.purdue.edu/learning/tools/blackboard/learn_res/faculty.cfm)


   **NOTE**: A **Master Course is a content development area. Students will not be enrolled in this course!** Approximately two weeks before the scheduled start of the semester, the “live” course will be automatically generated through Purdue’s student information system (Banner). The Banner generated course (e.g. **Fall-2012-NUR-22301-001**) will include all registered students.

7. Once the master course is created and content added, copy the instructional content into the Banner generated course. (Resources to assist with copying a course may be found here: [http://www.itap.purdue.edu/learning/tools/blackboard/learn_res/faculty.cfm](http://www.itap.purdue.edu/learning/tools/blackboard/learn_res/faculty.cfm))
8. **IMPORTANT – Course Availability:**
Courses created in Blackboard by the Banner student information system are **NOT** available to students by default. This allows you to determine when the course can be accessed by students.

Course availability to students is determined by two settings in the course properties.

a. Select “**Properties**” from the Customization area of the Course Management Control Panel as illustrated below.

![Diagram of Customization area in Blackboard]

b. Set Availability to “**Yes,**”

c. Default Start Date and End Date are set for you. Start date will be 14 days prior to the first day of the term. End date will be the last day of the term + 14 days. Reset the Start Date earlier if you prefer the students have access sooner.

9. For the fall 2012 semester, since many students will be taking courses taught in Blackboard Vista as well as Blackboard Learn, take a few additional steps to help students find their online classes.

- Put a paragraph in your syllabus directing students to Bb Learn instead of Vista.
- Either disable or put a message in the Bb Vista version of the class to redirect students to Blackboard Learn.

**To place a message in a Vista course:**
1) Login to Blackboard Vista.
2) Enter the Fall 2012 section(s).
3) Select “Set up a Blank Course” and click “Continue”.
4) Do not select any tools. Scroll to the bottom and click “Save”.
5) Click “Done”.
6) Click on “Manage Course”.
7) Click on Page Options button in the upper right, and select “Edit Header” from the drop down menu.

8) In the pop-up text editor box, enter a message to your students, then click “Save”.

If teaching the course in Blackboard Vista:

Courses in Blackboard Learn are not available to students by default, so other than informing your students via your syllabus or in class that their online course content will be in Blackboard Vista, no

Cross-listing course sections?

The Registrar cross-lists courses in Banner if multiple courses will be meeting in the same location at the same time. Banner will automatically create these as cross-listed courses in Blackboard Learn. [Note that Blackboard’s term for this is merged courses.]

Instructors may also merge courses in Learn for more convenient course administration – for example, to merge multiple sections of a large course into a consolidated grade book. Please contact tlt-consulting@purdue.edu to request courses to be merged in Blackboard Learn.
other action is necessary.

ITaP’s goal is to provide the smoothest possible transition for faculty and students using Blackboard Learn. Below are links to resources that instructors may find useful. Please don’t hesitate to contact us at tlt-consulting@purdue.edu with any questions or concerns, or if we can provide assistance to you as you begin the fall semester and your use of Blackboard Learn.

- Workstation Compatibility Information: [http://tinyurl.com/99npho6](http://tinyurl.com/99npho6)
- Faculty Resources: [http://www.itap.purdue.edu/learning/tools/blackboard/learn_res/faculty.cfm](http://www.itap.purdue.edu/learning/tools/blackboard/learn_res/faculty.cfm)
- List of installed Blackboard building blocks: [http://tinyurl.com/blnk77o](http://tinyurl.com/blnk77o)