Creating a Master Course

☐ Step-by-step

✓ A “Master Course” is used to develop and maintain course material within Blackboard Learn. The feature did NOT exist in Blackboard Vista. There are several aspects of master course that you should know:

- A “Master Course” is used to develop and maintain course material within Blackboard.
- A “Master Course” may be for an individual or program with shared curriculum, and can be shared with other instructors.
- A “Master Course” never contains student enrollments.
- A “Master Course” can be reused from semester to semester, and linked to one or many Banner sections.
- A “Master Course” can be created for each course that you teach, but should be removed when no longer used or needed.
- The “Master Course” will identify the course that you teach and contain the text “MASTER”

✓ To get started, login into Blackboard Learn. Locate and click on the Utilities tab in the top right of the My Blackboard page.

✓ The Utilities page appears. Locate the Master Course Creator text box on the page. This page contains the same information as shown above, which details the benefits of using a master course.

✓ Click the Create A Master Course link
The **Master Course Creator** page appears. For section 1, “View Existing Master Courses,” make sure to click View My Master Courses to double check for any master courses you have already created.

1. **View Existing Master Courses**

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>COURSE ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>WL-Master-TRAINING-22222-callaha0</td>
<td>wn_master_training_22222_callaha0</td>
</tr>
<tr>
<td>WL-Master-SPAN-48000-callaha0</td>
<td>wn_master_span_48000_callaha0</td>
</tr>
<tr>
<td>WL-Master-EC1-32600-callaha0</td>
<td>wn_master_ec1_32600_callaha0</td>
</tr>
</tbody>
</table>

For section 2, “Select Campus,” click the dropdown menu to make sure to select the correct campus that you belong to. For this tutorial, West Lafayette is selected.

2. **Select Campus**

3. **Select Semester (optional)**

Section 3, “Select Semester (optional),” allows the instructor to optionally select a semester that the master course is intended for. This is not required and does not affect the functionality of the master course, it is ONLY used as a reminder of master courses’ intended use for a semester (for example, when a course has different materials in Fall vs. Spring). You may choose to leave this option at “Select Semester” to leave it blank.

4. **Specify Course Subject and Number**

For section 4, “Specify Course Subject and Number,” click the **Subject** text field to input the master courses’ subject (such as ENGR). Then, click the **Number** text field to input the courses’ number (such as 10100). For this tutorial, the subject is “Test” and the number is “104”.

5. **Preview Course Name**

In section 5, “Preview Course Name,” the master course’s name can be previewed and depending on the options selected, the name displayed will change.
5. **Preview Course Name**

Once finished, **click** the **Submit** button

A confirmation screen will appear, stating the master course was successfully created

**Your request has been completed. Below is a table of the results.**

<table>
<thead>
<tr>
<th>COURSE CREATED</th>
<th>ROLE</th>
<th>FULL NAME</th>
<th>USER NAME</th>
<th>SUCCESS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>WL-Master-TEST-104-callaha0</td>
<td>Instructor</td>
<td>Christopher Callahan</td>
<td>callaha0</td>
<td>✔️</td>
</tr>
</tbody>
</table>

To view the master course, **click** on the **My Blackboard** tab at the top of the page, and the course will be listed on the page

If you ever need to delete a master course, please submit a support ticket here: [http://www.itap.purdue.edu/help/customer/request.cfm](http://www.itap.purdue.edu/help/customer/request.cfm)