

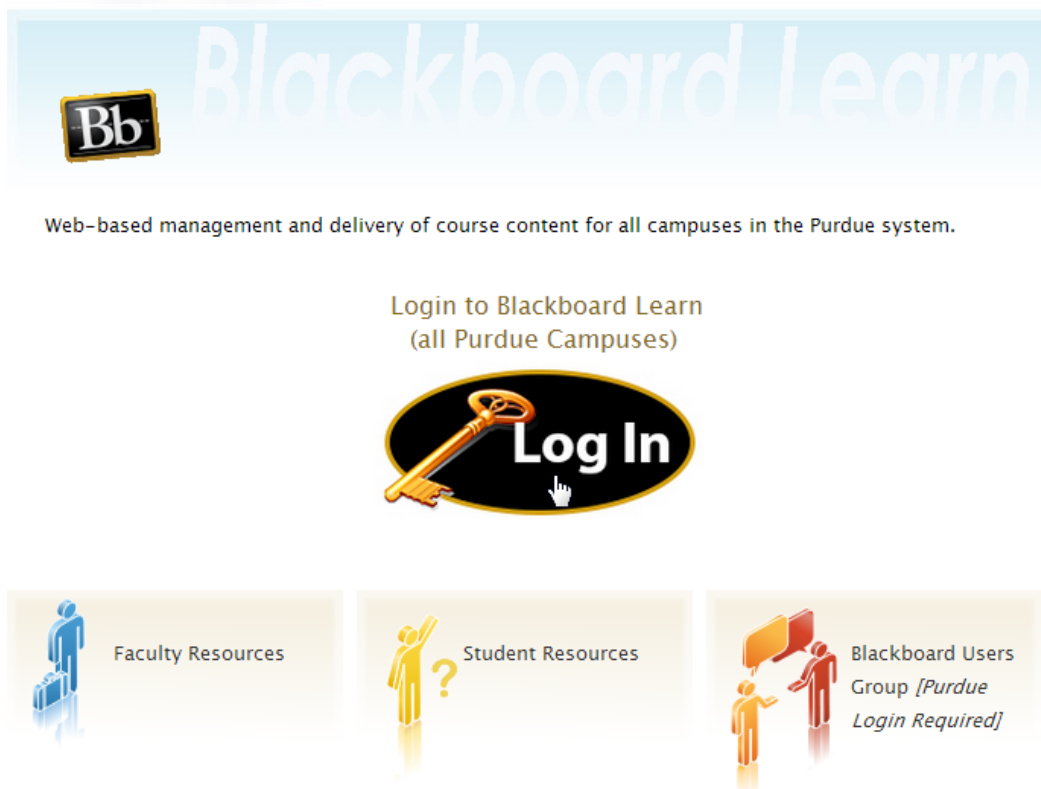
This instruction set covers:

1. How to create a master course in Blackboard Learn
2. How to make a course available to students
3. How to merge (cross-list) courses

An instructor can begin creating content for a course in Blackboard Learn 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.

Blackboard Learn Course Creation Process:

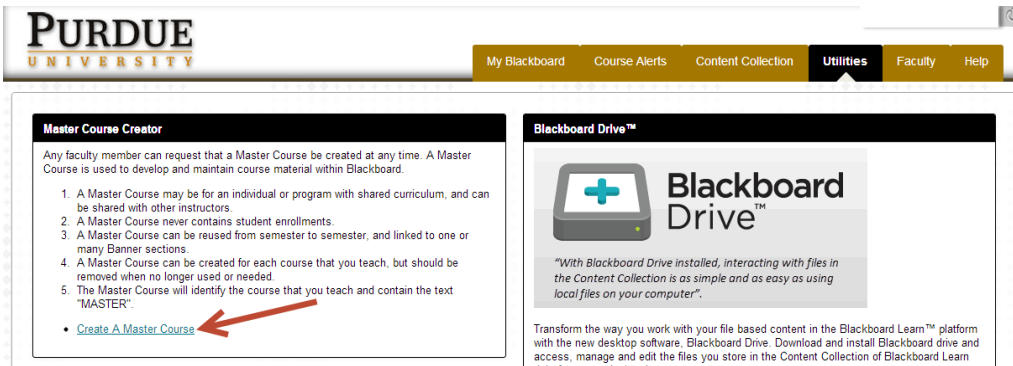
1. Go to the Purdue webpage (<http://www.purdue.edu>) and **click Blackboard** at the bottom of the webpage. The following page appears:
<http://www.itap.purdue.edu/learning/tools/blackboard>



The screenshot shows the Blackboard Learn login page. At the top, there is a large banner with the Blackboard logo (a black square with 'Bb' in white) and the text 'Blackboard Learn' in a light blue font. Below the banner, the text reads 'Web-based management and delivery of course content for all campuses in the Purdue system.' In the center, there is a button that says 'Login to Blackboard Learn (all Purdue Campuses)' above a large 'Log In' button featuring a golden key icon and a mouse cursor. At the bottom, there are three navigation buttons: 'Faculty Resources' with a blue person icon, 'Student Resources' with a yellow person icon and a question mark, and 'Blackboard Users Group [Purdue Login Required]' with a red person icon and a speech bubble.

2. **Click** the **Log In** button and log on to Blackboard 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. You are **not** required to enter semester information but you must **select** your primary campus (West Lafayette, Calumet, or North Central).
5. **Click Submit.**
- A message will appear confirming the master course was created successfully.
 - 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 courses may be found here:

Faculty Resources:

http://www.itap.purdue.edu/learning/tools/blackboard/learn_res/faculty.html

Tutorials: <http://www.itap.purdue.edu/learning/tools/blackboard/training/>

NOTE: A Master Course is a content development area. Students will not be enrolled in this course! Prior to the 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/training/special.html>)

8. **IMPORTANT – Course Availability:**

Courses created in Blackboard Learn by the Banner student information system are NOT available to students by default. This allows you to determine when your students may access the course.

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:

The screenshot displays the Blackboard Learn interface. On the left is the 'COURSE MANAGEMENT' sidebar with a red box around the title and another red box around the 'Properties' option under the 'Customization' section. The main content area is divided into three sections: 'CLASSIFICATION' (Subject Area: Education, Discipline: Higher Education), 'SET AVAILABILITY' (Make this course available to users? Make Course Available: Yes selected, No unselected, with a red arrow pointing to the 'Yes' radio button), and 'SET COURSE DURATION' (Duration: Continuous selected, Select Dates unselected, Days from the Date of Enrollment: 0).

- 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.

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: 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 complete the survey at https://purdue.qualtrics.com/SE/?SID=SV_cFSMKabT1qcQdhj to request courses to be merged in Blackboard Learn.

ITaP's goal is to provide the best possible information 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 and your use of Blackboard Learn.

- Blackboard Login and Critical Announcements:
<http://www.itap.purdue.edu/learning/tools/blackboard>
- Workstation Compatibility Information:
https://help.blackboard.com/en-us/Learn/9.1_SP_14/Administrator/030_Browser_Support/010_Browser_Support_SP14
- Faculty Resources:
http://www.itap.purdue.edu/learning/tools/blackboard/learn_res/faculty.html
- Blackboard Learn Workshops and Videos:
<http://www.itap.purdue.edu/learning/tools/blackboard/training.html>
- Student Resources:
http://www.itap.purdue.edu/learning/tools/blackboard/learn_res/student.html
- List of installed Blackboard Building Blocks:
<http://www.itap.purdue.edu/learning/tools/blackboard/buildingblocks.html>