

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.

NDSU NORTH DAKOTA STATE UNIVERSITY

CENTRAL AUTHENTICATION SERVICE (CAS)

NDSU / CAS

Central Authentication Service (CAS)
About CAS

Bb Manager

Enter your Username and Password

Username:

Password:

I am at a public workstation.

LOGIN

What are your username and passphrase?
Your NDSU Username and passphrase are the same credentials that you use to log into Blackboard and NDSU computer labs. If you forgot your username or passphrase you can recover it at [Accounts](#) or contact the [IT Help Desk](#) by phone or in person for assistance.

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

Add your firstname.lastname username and NDSU passphrase here

3. Select the correct **term**

4. Select **Single Course** or **Merge Sections**

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Course creation, merge, activation, and copy wizard. Follow the forms below to complete any of those tasks. To merge courses, the individual children courses must not have been activated as a single course.

Activate course(s) from the term

Summer 2016 Spring 2017 Fall 2016 Fall 2018 Fall 2017 Spring 2018 Summer 2017 Summer 2018

Course activation type

Single Course Merge Sections

Next >

Select the correct semester

Select "Single Course" to activate 1 section. Select "Merge Sections" to combine multiple sections into one Blackboard course.

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:

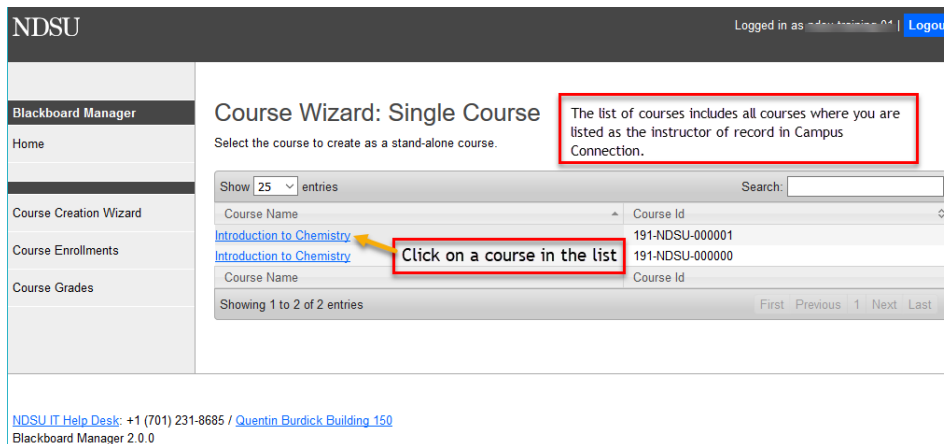
.....

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

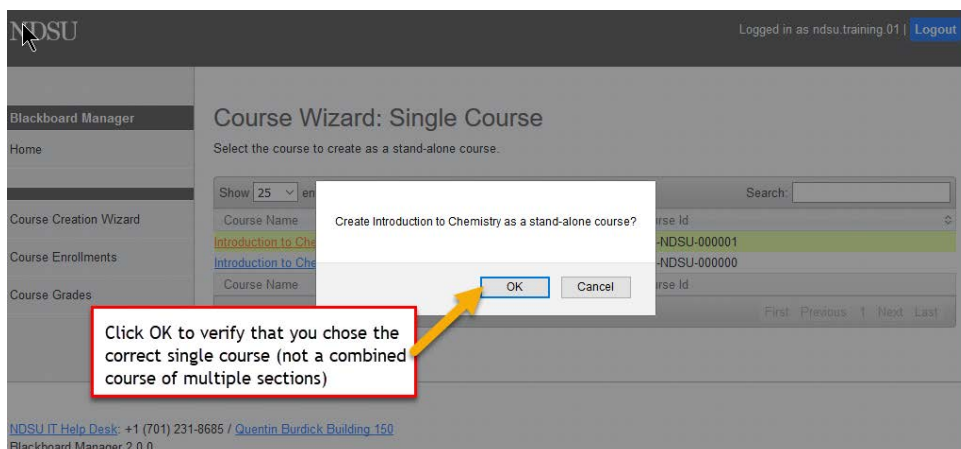
A list of all courses and sections you are teaching for the requested term will appear. If you are NOT listed as the instructor of record for any courses in Campus Connection, an error message appears instead.

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.

NDSU Logged in as Logout

Course Wizard: Copy

[Skip the Copy Step](#) (create the course without copying content from a previous term)

Copy from one of the following courses

Show 25 entries Search: []

Course Name	Course Id	Term
Introduction to Chemistry	191-NDSU-000000	Fall 2018
Introduction to Chemistry	184-NDSU-TEMP-Lorna15	Summer 2018

Showing 1 to 7 of 7 entries First Previous 1 Next Last

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Blackboard Manager 2.0.0

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.

NDSU Logged in as Logout

Course Wizard: Retention of Tegrity Recordings

Tegrity lecture recordings created as part of this Blackboard course will be retained by default for 30 days after the semester.

[More about Tegrity retention \(opens in new window\).](#)

30 Days: (Standard) Retain recordings for 30 days after the end of the semester

6 Semesters: (Extended) Extend the retention period to 2 years after the end of the semester

If you don't use Tegrity, leave this option as "30 Days" and click "Next >"

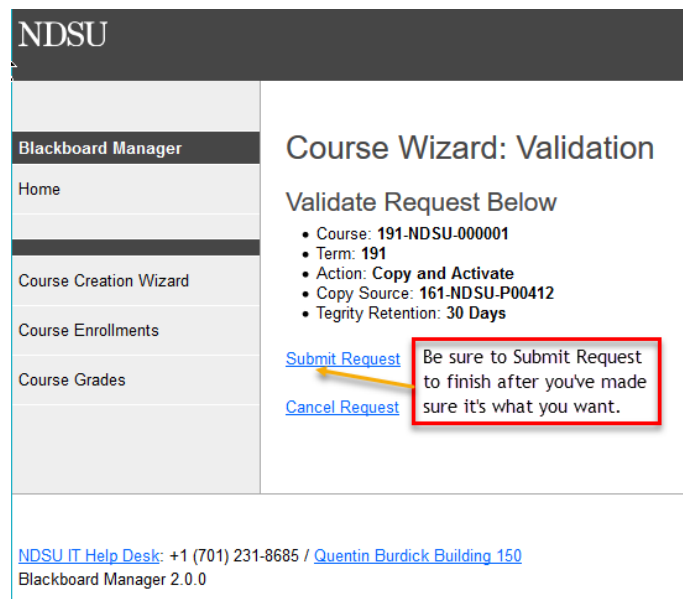
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Review Choices and “Submit Request” to Finish:

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.



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Course Wizard: Validation

Validate Request Below

- Course: 191-NDSU-000001
- Term: 191
- Action: Copy and Activate
- Copy Source: 161-NDSU-P00412
- Tegrity Retention: 30 Days

[Submit Request](#) Be sure to Submit Request to finish after you've made sure it's what you want.

[Cancel Request](#)

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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.

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This is to merge multiple sections of the same course together. This should NOT be used to merge multiple distinct courses together where a student is like or probable to have registered for the different courses.

Only courses that haven't been activated are visible in this list.

Master course name

Fall 2018: CHEM 101 - Introduction to Chemistry - Master

Type a Course Title for the merged (Master) course. Students will NOT see this title

Show 50 entries

Search: []

Combine	Course Id
<input checked="" type="checkbox"/> Introduction to Chemistry	191-NDSU-000001
<input checked="" type="checkbox"/> Introduction to Chemistry	191-NDSU-000000
Combine	Course Id

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Next >

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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.

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Logged in as [User] | Logout

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Course Wizard: Copy

[Skip the Copy Step](#) (create the course without copying content from a previous term)

Copy from one of the following courses

Show 25 entries

Search: []

Course Name	Course Id	Term
Introduction to Chemistry	191-NDSU-000000	Fall 2018
Introduction to Chemistry	184-NDSU-TEMP-Lorna15	Summer 2018
Course Name	Course Id	Term

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

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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.

NDSU | Logged in as [redacted] | Logout

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Course Wizard: Retention of Tegrity Recordings

Tegrity lecture recordings created as part of this Blackboard course will be retained by default for 30 days after the semester.

[More about Tegrity retention \(opens in new window\).](#)

30 Days: (Standard) Retain recordings for 30 days after the end of the semester

6 Semesters: (Extended) Extend the retention period to 2 years after the end of the semester

[Next >](#)

If you don't use Tegrity, leave this option as "30 Days" and click "Next >"

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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.

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Course Wizard: Validation

Validate Request Below

- Course: 191-NDSU-000001
- Term: 191
- Action: **Copy and Activate**
- Copy Source: 161-NDSU-P00412
- Tegrity Retention: 30 Days

[Submit Request](#)

[Cancel Request](#)

Be sure to Submit Request to finish after you've made sure it's what you want.

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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: ndsuhelpdesk@ndsuhelpdesk.edu
 - Instructional Services Staff – Phone: 1-6330 / Email: ndsuinstructionalservices@ndsuhelpdesk.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.