

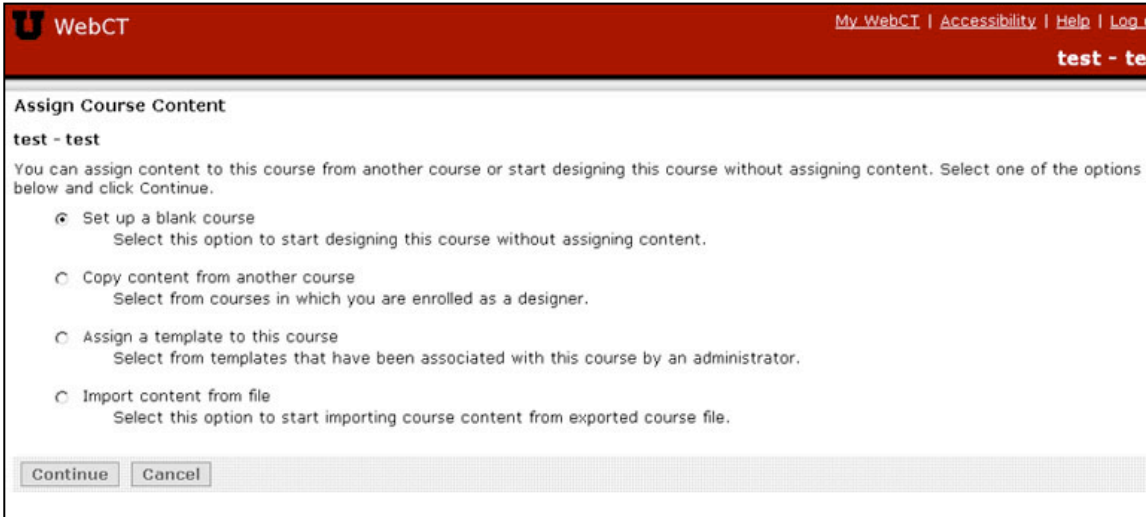
New Semester Setup for UOnline Blackboard

Brand New Courses--

Activate your course using the Course Activation tool (see the upper right area of the MyCourses page and click on Instructor Course Activation under Campus Bookmarks). Set up the new course as a "BASIC" template. Next, login to UOnline Blackboard to start working on your course.

Copying Content from a Previous Course--

Activate your course using the Course Activation tool (see the upper right area of the MyCourses page and click on Instructor Course Activation under Campus Bookmarks). Set up the new course as a "BLANK" template. Login to UOnline Blackboard after you've activated your course. Click on this new course. When assigning course content to a newly activated course you have three options. Select the second option to copy content from a previous semester-based course.



The screenshot shows the 'Assign Course Content' dialog box in Blackboard. The dialog has a title bar with 'U WebCT' on the left and 'My WebCT | Accessibility | Help | Log out' on the right. The main content area is titled 'Assign Course Content' and 'test - test'. Below the title, there is a paragraph: 'You can assign content to this course from another course or start designing this course without assigning content. Select one of the options below and click Continue.' There are four radio button options: 1. 'Set up a blank course' with subtext 'Select this option to start designing this course without assigning content.' 2. 'Copy content from another course' with subtext 'Select from courses in which you are enrolled as a designer.' 3. 'Assign a template to this course' with subtext 'Select from templates that have been associated with this course by an administrator.' 4. 'Import content from file' with subtext 'Select this option to start importing course content from exported course file.' At the bottom of the dialog are two buttons: 'Continue' and 'Cancel'.

Be aware that Calendar entries and some description areas may not get transferred. Check the new course thoroughly after copying.

Setting up a Blank Course--

Activate your course using the Course Activation tool (see the upper right area of the MyCourses page and click on Instructor Course Activation under Campus Bookmarks). Set up the new course as a "BLANK" template. Login to UOnline Blackboard after you've activated your course. Click on this new course. Select the first option in the list and click Continue. Now you will see a list of tools to choose from. Select the ones you want to use and click Save at the bottom of the page. Now you are ready to start creating your course.

Import Content from File--

This option is to be used if you have a backup from the old system. Please call us at 585-5959 if that is the case. We will help you with this process.

Non-semester Based Courses--

If you want to create a course that is not taught during the regular semester time please contact us at 585-5959.

Test Courses--

You can create a test course to practice in or get ahead on a future class. After you go to the Course Activation tool and login, click on Create a Test Course and proceed to select your template and then submit it.

NOTE: If you have already created a non-blank course for the new semester, contact the TACC office to have your course copied or deleted so you can create it again blank and do the copy yourself.