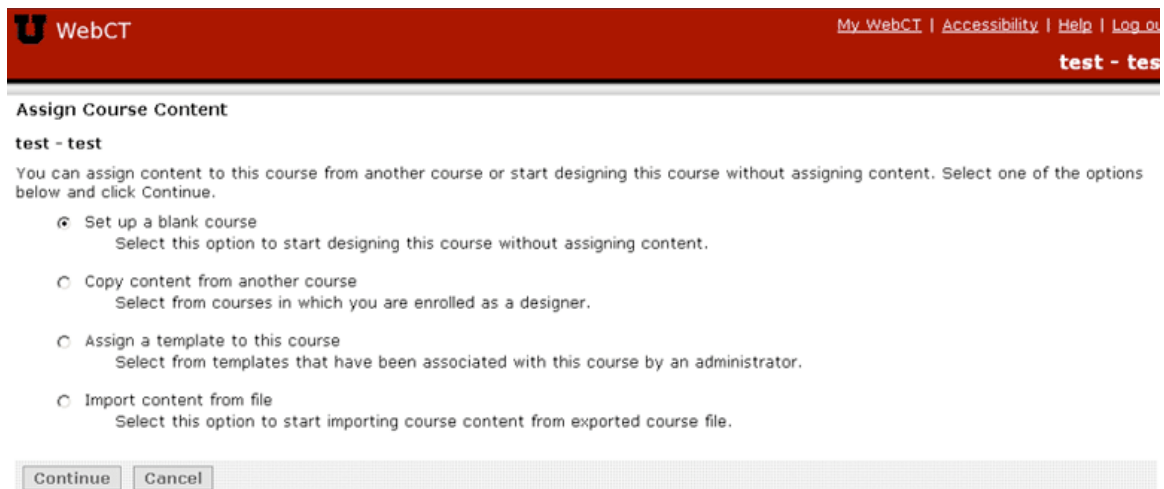


New Semester Setup

Brand New Courses-- Activate your course using the [Course Activation](#) tool (see the upper right area of the **MyCourses** page). Set up the new course as a "**BASIC**" template. Login to Blackboard Vista to start working in 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). Set up the new course as a "**BLANK**" template. Login to WebCT 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 2006 semester-based course.



The screenshot shows the 'Assign Course Content' dialog box in WebCT. The header includes the WebCT logo and navigation links: 'My WebCT | Accessibility | Help | Log out'. The course name 'test - test' is visible in the top right. The main text reads: 'Assign Course Content', 'test - test', and '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' (selected) 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 are 'Continue' and 'Cancel' buttons.

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

If your course was taught before Spring 2006 or you have a backup from a course that was taught before Spring 2006,

please contact the TAC Center so we can better assist you.

Copying Content from the old Server--

This option will be needed if you want to copy content from courses that have yet to migrated to our current new server. Those courses would be anything from Spring 2006-Summer 2008 semesters.

First you must login to the [migration tool](#). You will see a list of the courses you have access to as instructor/designer on the old server. Next to each select which ones you want Marked for Copy and then logout. The process will take a few days and then follow the steps above from *Copying Content from a Previous Course*.

If you would like the course migrated over sooner then email webct-admin@lists.utah.edu and tell us what you want moved over.

Setting up a Blank Course--

Activate your course using the [Course Activation](#) tool (see the upper right area of the **MyBlackboard** page). Set up the new course as a "**BLANK**" template. Login to Blackboard Vista 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 us 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 585-0065 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 585-0065.

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.