

Faculty Guide

In this guide, you will find directions for creating your blank shells for Blackboard, filling out the course merge form, hiding courses from previous semesters or child sections for merged courses, course copy procedures, and creating course archives.

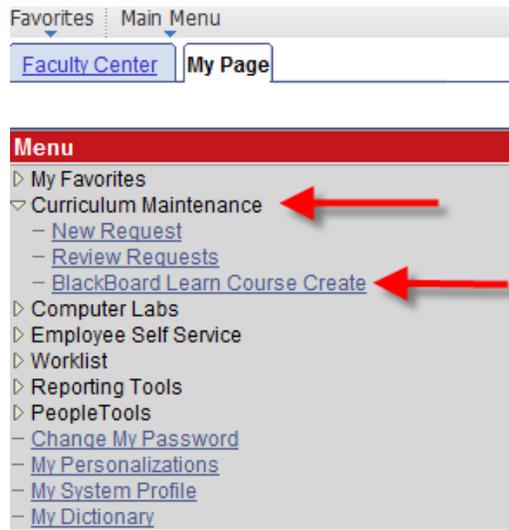
Creating your Blank Shell for Blackboard Learn:

Faculty members are now responsible for creating their blank shells for each semester and copying over any existing courses or content. These directions will help you create the blank shell, make a course copy, and create an archive of your course(s).

1. Log in to myLC Campus
2. Look for the tab labeled: My Page



3. Click on the tab: My Page
4. Click on the link: Curriculum Maintenance
5. Click on the link: BlackBoard Learn Course Create



6. Enter the appropriate term — e.g., 2172 for Spring 2017 — or you can just click on the magnifying glass at the end of the box, and it will give you a listing of all the terms. Select the one you need.

LMS Class Selection

Enter any information you have and click Search. Leave fields blank if

Find an Existing Value

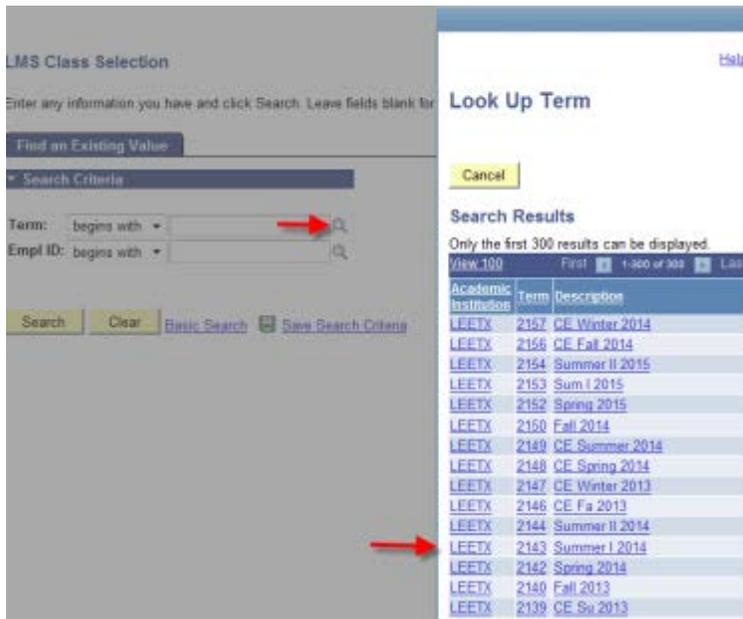
▼ Search Criteria

Term: begins with 

Empl ID: begins with 

[Basic Search](#)  [Save Search Criteria](#)

OR



7. Click Search button

At this point, you should see the courses that you have been assigned for the upcoming term. If you do not see courses listed against your name, then you will need to check with your division chair and secretary to have that information added. You will only be able to create a new course shell if your name is listed against a section.

Class Nbr	Subject Area	Catalog Nbr	Class Section	Description	Create in LMS	Class Created	Initial Student Load
7497	ACCT	2401	F02A	Principles of Acct-I-Financial	Create in LMS		

8. When you see your courses listed, click on the yellow button that says "Create in LMS." This will cause a blank shell to be created with you assigned as the instructor. Once the course has been created, you will see a date/time stamp in the column labeled "Class Created"

Class Nbr	Subject Area	Catalog Nbr	Class Section	Description	Create in LMS	Class Created
4311	RNSG	1162	F041	Clinical-Nursing-R.N.Training		09/04/13 2:45:21PM

What to do if:

1. You create a shell that you do not need or want, please let me know and I will remove it.
2. You do not see your students listed, please remember that I still run a script to enroll students prior to the first day of the semester. The enrollment script will be run the entire semester. If a student drops your class or you drop the student from your class, and the drop slip is processed by admissions, the script should turn off that student's access to your course.
3. You want to merge 2 or more sections, see the following section for instructions.

Merge Course Form:

If you want courses to be merged (you want multiple sections or courses merged together into one big section), please follow these directions after you have created the Blank Shells. This process will create a true Parent (Master) Course with Child sections.

1. On the same page where you create your blank shells, you will see a button – BlackBoard Merge Class Form.
2. Click the button to open the form. It will open in a new browser tab so you can toggle back and forth while entering the information.

Create Classes in BlackBoard							
Class Nbr	Subject Area	Catalog Nbr	Class Section	Description	Create in LMS	Class Created	R
3218	HIST	1301	F005	History of the U.S. to 1877		07/06/15 2:44:51PM	R
3220	HIST	1301	F007	History of the U.S. to 1877		07/06/15 2:45:00PM	R
3223	HIST	1301	F10H	History of the U.S. to 1877	Create in LMS		
3203	HIST	1301	OL02	History of the U.S. to 1877		07/06/15 2:45:03PM	R
3205	HIST	1301	OL03	History of the U.S. to 1877		07/06/15 2:45:06PM	R

Use the BlackBoard Merge Class Form button below to request a merge of class sections for the term.
(will open in a new browser tab)

[BlackBoard Merge Class Form](#) 

3. Once the form is opened, fill in the contact information at the top of the page.
4. Then you will begin filling in the information for the courses that need to be merged.

- a. Choose the semester from the drop down menu
- b. Fill in the Parent information. The columns are in the exact same order as you see in the “Create Classes in Blackboard” window.

CLASSES TO MERGE, SET 1

Indicate **A SINGLE PARENT** for each set to be merged.

Semester *

Select ▼

Class Nbr *	Subject Area *	Catalog Nbr *	Class Section *
<input style="width: 80%;" type="text" value="Parent"/>			
<input style="width: 80%;" type="text" value="Child"/>			
<input style="width: 80%;" type="text" value="Child"/>			
<input style="width: 80%;" type="text" value="Child"/>			

- c. Fill in the Child information.
5. Once you have entered the information for the courses that need to be merged, Click the “Submit” button at the bottom of the form.
 6. There are two areas in which to enter info for course merges, if you need it.
 7. This form lets Paula Lee know which courses to merge. She will take care of that for you.
 - ****8. Please wait for her to create the merged sections BEFORE you do any course content creations/modifications.
 9. The master course will now have an identifier of “MC_” to help you identify which one is the master course and which are the child courses.

Once your Blackboard Courses are Merged:

Once I have created your merged courses, your course listing in Blackboard – My Courses module will look a little different. You need to read the titles carefully to ensure that you are adding or copying content into the correct Master (Parent) section. Please wait for Paula Lee to merge the courses before you start doing any content creation or copying.

GOVT2306.OL01.SShowalter.Spring 16 (unavailable - Child course of MC_GOVT2306.OL05.SShowalter.Spring 16)
Instructor: Steven Showalter;

GOVT2306.OL05.SShowalter.Spring 16 (unavailable - Child course of MC_GOVT2306.OL05.SShowalter.Spring 16)
Instructor: Steven Showalter;

GOVT2306.OL07.SShowalter.Spring 16 (unavailable - Child course of MC_GOVT2306.OL05.SShowalter.Spring 16)
Instructor: Steven Showalter;

MC GOVT2306.OL05.SShowalter.Spring 16 (unavailable - will be available Tuesday, January 19, 2016) **Master Course**
Instructor: Steven Showalter;

In the screenshot above, you will see that there are 4 GOVT 2306 courses. One is the Master (or parent) and the others are Child courses. The Master Course is now designated with MC_.... Hopefully that will help you keep all the Master and child courses straight. We suggest that you hide the child courses so that you do not accidentally work in the wrong section. Only the enrollment will live in the child sections.

If you do accidentally go into a Child course, you will see this banner. Any content that you add here will ONLY be visible to the students that are enrolled in that specific section.

Unavailable child course: Students will not see changes made to this course. Please work in master course. > What's New, What's Due

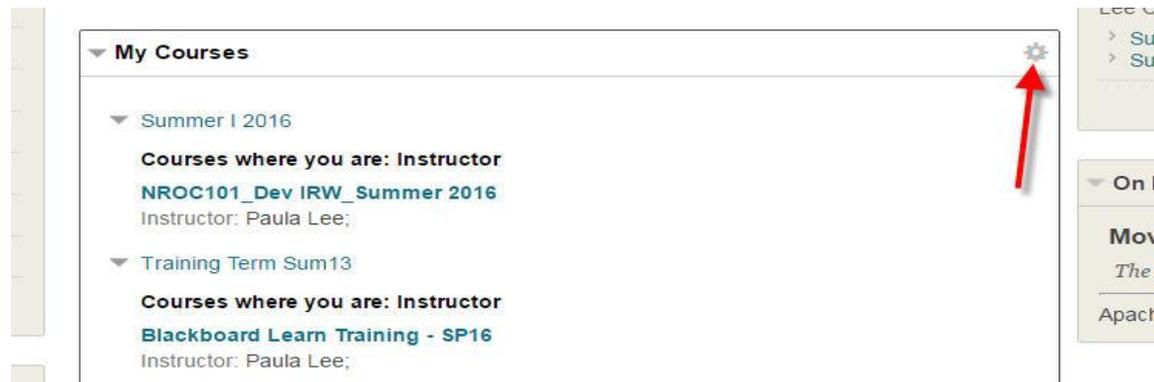
Unavailable child course: Students will not see changes made to this course. Please work in master course.

What's New, What's Due

Hiding child sections or previous semester courses:

Previous semester courses are not hidden from faculty. They remain active on the server for five semesters, and then they are disabled. While you cannot delete them, you can hide them. We also suggest that you hide the child sections of merged courses.

*From the My Bb Homepage, look for the My Courses Module. Once you have located it, put your mouse on the right-hand side of the module, and find the cog wheel.



*Click on the cog wheel. You will be taken to another page titled, Personalize: My Courses. You want to scroll to the section titled: Edit Course List.



*On this page, you can uncheck the courses that you do NOT want to see any more. The courses are not deleted, just hidden.

*Uncheck the course name from the column titled "Course Name."

*From this view, you can also rearrange the order of the courses. It is a drag-and-drop procedure. Put your mouse on the left-hand side of the page, under the area with up/down arrow.

EDIT COURSE LIST

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course. If none of

Courses you are teaching:

↑↓	Select All/Unselect All	Course
	<input type="checkbox"/>	BbLrnTrn_SP2016: Blackboard Learn Training - SP16
	<input type="checkbox"/>	Practice_PLeeProfDev: Faculty Resources
↑↓	<input type="checkbox"/>	Summer2015Training: Summer 2015 Bb Learn Training
	<input type="checkbox"/>	NovTrng_Paula: November Training - Paula
	<input checked="" type="checkbox"/>	PracticeCourse_Paula: Practice - Paula

*Your mouse pointer will turn into a four-headed arrow (not shown) when you place it in that area. You will hold down the left mouse button, and then drag/drop the course to wherever you need it to be in the list.

*Once you have finished hiding courses and rearranging them, be sure you click Submit.

*You will be taken back to the main My Bb Homepage, and you should now see an abbreviated list of courses and the new order, if you changed the order.

Once your blank courses are created:

1. If you wanted a blank shell, then you are ready to start building your course.
2. If you want to copy an existing course, please follow these directions:
 - a. Log into Blackboard Learn
 - b. Click the link for the course that you want **TO COPY (the source course)**
 - c. From the Control Panel, click on the **Packages and Utilities** link
 - d. Select **Course Copy**

3. From the Course Copy area:

1. Select copy Type – you should only see “Copy Course materials into an Existing Course”

2. *Destination course ID – Click on the Browse button

a. You will see all the courses that are assigned to you

b. The Course IDs are named using the term and course registration number

EX: RNSG 1301 OL01 Registration number 7056 will be named 2142-7056

c. Pick the course that is to be the Destination of the copy

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input type="radio"/> 2133-0000	Teaching In Learn	Apr 19, 2013	plee lfernandez	Lee, Paula Fernandez, Lauree
<input type="radio"/> ENGLTrng	EnglishDiv_Training	Aug 19, 2013	plee	Lee, Paula
<input type="radio"/> LearnTrng_JulyTh	BbLearnTrng_JulyTh	Jul 16, 2013	lfernandez plee	Fernandez, Lauree Lee, Paula
<input type="radio"/> MondayTraining	MondayTraining-Paula	Sep 24, 2013	plee	Lee, Paula

d. Click “Submit”

e. Select Course Material:

In this section, you will choose the content/tools that you want to copy over into the NEW (Destination) course. You can click on the button “Select All,” and then everything in the course should be copied over into the NEW course.

Actually, you probably do not want to copy over everything. So you can go through the list and pick and choose items. We do not suggest copying over items such as Announcements, or Adaptive Release Rules, etc., as those items will probably change each semester.

NOTE::

******** Discussion Board – In this section, if you use Discussion Boards and want to copy them over, you need to select “Include only the forums, with no starter posts.”

This option will bring over the Forums and should have you attached as the instructor rather than anonymous or another instructor. You will have to go back in and either copy/paste the initial post, if you use that, or re-create it.

NOTE::

*******IF you have deployed Assessments in the Assignments content area, they should have copied over into that Assignment area. They reside in the Test, Surveys and Pools tool. You should probably check to ensure that they did deploy in the new course.

3. File Attachments: This option allows you to check how big your course copy is going to be. If it is larger than the allowed sized, you will need to remove some items from the copy.

Because of the new license pieces, you will now see three options in the File Attachments -> Course Files area.

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click [More Help](#) for additional information.

Course Files

- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder)

For most situations, you will want to choose the second option.

If you have made a Camtasia recording and added it to your Blackboard course, you will need to choose the third option so that all the files for the “mini website” will be copied over to the new course.

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4. **DO NOT** include “ENROLLMENTS” in the course copy.

5. Submit: Click Submit when you are finished.

PLEASE HAVE PATIENCE. It does take a bit for the process to complete, and if you keep clicking on course copy, you will end up with numerous duplicates inside the new course.

6. Once you click Submit, you will see a green bar across the top of the Learn page telling you that the process has been queued, and you will receive an email when it is completed. That email should come to your Lee College email account. Please be aware that even after you have received the email stating that your course has been copied, it STILL takes a few more minutes for the process to finish completely. We suggest you wait an additional five minutes before you start working in the copied course.

7. Once the course copy process has completed, you can click the link to enter the course. There may be some duplication on the course menu. If so, you will need to delete the duplicate navigation pieces. You are now ready to begin cleaning up your course, setting up new due dates, etc.

*******8. In Blackboard Learn, copies do NOT replace content or anything else. It simply adds to what already exists in a course.** So, if you do a course copy into a blank shell, then go back and perform another course copy into the same shell, items will be duplicated, not replaced. This can cause problems with duplicate assessments, assignments, etc., and the duplicate columns in your grade center.

9. We highly encourage you to clean out old files from the Control Panel --> Content Collection area before you proceed with any course copies. It is a good idea to get rid of out of date files rather than copying them over from semester to semester.

Creating an Archive of your Course:

At the end of each semester, a good practice is to create an archive of your course(s) and to download your grade center. While we do have backups of the system, if something were to happen to those and we needed to restore your course, we should be able to accomplish that from your archive.

An archive is a complete copy of your course, including all student activity. It is created as a .zip file and should be downloaded to either your desktop or a flash drive, wherever you are storing data.

Note for Mac users: Macs treat .zip files as folders, not as a single file. So you need to change the default settings so that the files stay as .zip.

When downloading in Safari, the Mac system will unzip the package unless the Safari Preferences > General > Open “safe” files after downloading is unchecked.

Using Firefox or Chrome might also avoid the unzipping.

From <http://help.blackboard.com/en-us/Learn/9.1 SP 12 and SP 13/Instructor/110 Grade Center/140 Sharing and Reusing Grade Center Data/010 Archiving and Copying Courses>

How to Archive a Course:

1. On the Control Panel of a course, expand the Packages and Utilities section and click Export/Archive Course.
2. On the Export/Archive Course page, click Archive Course on the action bar to create a new archived course ZIP file.
3. Select the check box for Include Grade Center History to add this file to the archive. If the Grade Center history is extensive, the file size of the archive increases, as well as the processing time.

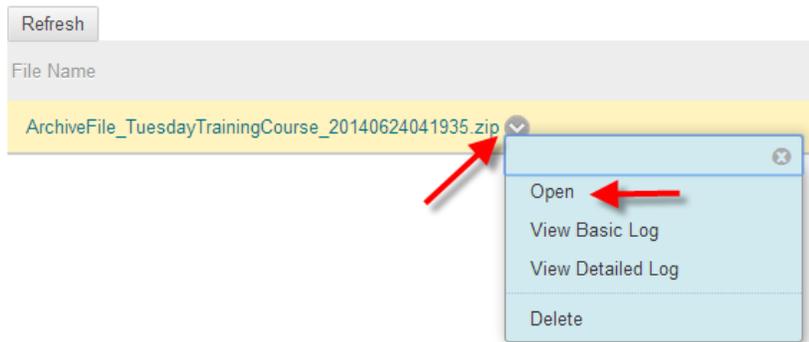
Once the process has completed, you will need to go back in and download the .zip file. You should receive an email once the archive process completes.

How to Download the Course Package (.zip file)

1. Put your mouse at the end of the link for the archive
2. Click on the chevron

3. Click Open (this does not actually open the file)

Depending on which browser you are using, you will either be presented with the option to Open or Save the file. You want to save the file to either your desktop, flash drive, etc.



Once the archive has completed and you download the .zip, please go back in and delete the file from the archive section. If you do not, each of the archive sections is counted against the set course quota. You could quickly run out of space if you keep old archived sections.