

Creating a Course in Blackboard

Using the Blackboard Course Generator

What is the Blackboard Course Generator?


The Blackboard Course Generator allows faculty to create their own courses within the Blackboard Learning Management System to share course content with students in a secure online environment.

By using the Blackboard Course Generator faculty:

- create new blank courses using the default course shell
- combine sections into one course
- copy existing courses from previous semesters
- request a Non-Academic Course and Faculty Dossier Site
- request a non WM Blackboard user to be enrolled in your course

To create your course:

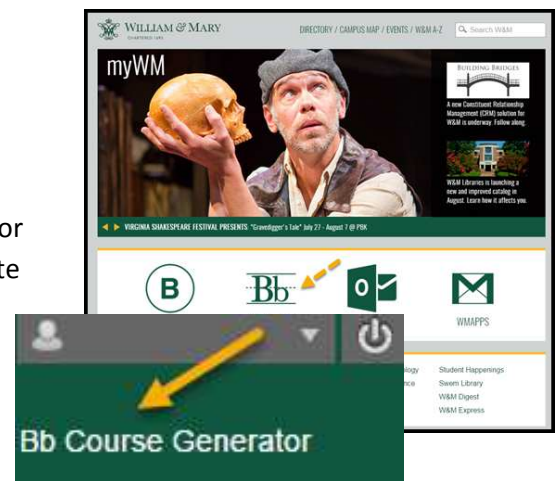
Blackboard Course Generator



Below are the courses for which you are listed as the primary instructor in Banner. For single section and non-crosslisted courses, please select and create your Blackboard courses **ONE AT A TIME**.

To combine cross-listed or multiple sections of the same course into one Blackboard course, select the respective courses and click Create Blackboard Course.

1. Log in to Blackboard through the myWM portal and choose Blackboard.
2. After logging into Blackboard, click on the “**Blackboard Course Generator**” in the top right corner.
3. Click on the check box in front of the course you wish to create. For single section and non-cross listed courses, please select and create your Blackboard courses **ONE AT A TIME**.
4. Click “**Create Blackboard Course**”
5. If desired, change the courses name.
6. If desired, select one of your previous courses from the drop-down menu to serve as a template.
7. Click “**Confirm**”



When creating a course with multiple sections you would follow the same process as above except in Step 2 you would click on the check box in front of each course you wish to create.

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Course Availability and Enrollment

Course(s) will be available to you and your students within 3 hours. Enrollment is tied to the Banner system. When a student's enrollment changes in the Banner system it will also populate those changes to your Blackboard course. Enrollment process is not immediate and can take a couple of hours before new students are populated. For non-WM users accounts are created daily at 6:45 am and 6:45 pm.

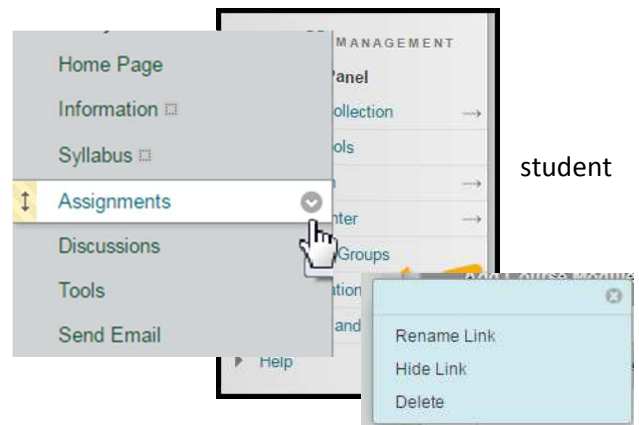
When a course is created the availability is set to "Yes". Students will be able to access your course content as soon as they are enrolled through the Banner system.

As a best practice if you are still modifying course content, it is best to hide the content areas from student's view that you are updating. This allows you to upload your syllabus and contact information but still work on content within the course. Once you are ready for students to see the content area you can show the link to students.

Hiding Course Content from Student View:

1. Go to your course
2. Go to the Left Navigation Menu Listing
3. Select the area in which you would like to hide from view
4. Click on the action arrow
5. Click on "Hide Link"

NOTE: You must "Show Link" to allow students to see the content.



Note: You will see a box with a line through it to let you know that the content is unavailable to students.



Setting Course options in Blackboard

At the end of the semester your students will remain enrolled in your Blackboard course. If you wish to close your course for students to view you can make your course unavailable.

To make your course unavailable to students:

1. Log in to Blackboard
2. Go to your course
3. Go to Control Panel, Customization, Properties
4. Scroll to "Set Availability"
5. Click "No" under "Make Course Available"
6. Click "Submit"