Recommended Blackboard Course Management
Fall 2013

Start near. Go far.
The Rhythm of the Term

1. Build Your Course
2. Start the Term
3. Teach
4. Archive
5. Prepare for Next Term
Build Your Course

1. At any time, request a Master course be established (contact gackerman@mwcc.mass.edu)
2. Access Bb through iConnect and add your materials
   Contact Gary for a tutorial session or check the CTL Calendar for training sessions
Start the Term

Option #1: Move your content to your students
- Enrollment updated automatically
- Minimizes confusion due to “old” content

Option #2: Move your students to your content
- Multiple sections in one online course
- Manage enrollment and content!
- Watch for “nulled students”
Option #1: Move your content to your students

This master content...

... into this Banner course.
Option #1: Move your content to your students

In the Control Panel, open Packages and Utilities and click Course Copy

Click Browse... to see a window with all of your courses listed
Option #1: 3/5

Move your content to your students

Choose the course into which you want to copy...

Click Submit
Option #1: Move your content to your students

Select the content you want to copy... Select All is usually safe

Click Submit
Option #1:  5/5
Move your content to your students

- Your content will be copied into your Banner course
- Make changes to your Banner course as you teach!
Option #2: 1/5
Move your students to your content

... into this master course.

Move these Banner students...
Option #2: 2/5

Move your students to your content

In the Control Panel, open Packages and Utilities and click Course Copy

Click Browse... to see a window with all of your courses listed
Option #2: Move your students to your content

Choose a content area that you don’t use

Choose Include Enrollments...

Click Submit
Move your students to your content

Choose a content area that you don’t use

Choose Include Enrollments...

Click Submit
Option #2: 5/5
Move your students to your content

Your students are now in your master course...
Manage enrollment in Control Panel – User and Groups - Users

If a student’s name does not appear... call Ackerman immediately... you cannot fix it!
Start the Term

Make your course available!
Teach

Either Master or Banner... where ever you put your students and your content together.
Three Steps:
1) Zip content and student records
2) Save on a drive
3) Delete .zip from the class
Archive: zip the contents
Archive: save the .zip

Right click and Save Link As...

Save it where you can find it!
Archive: delete the zip!
Prepare for Next Term

If teaching from Banner course:
Optional: Copy content from Banner to Master

If teaching from a Master course:
Remove students from the course (they no longer have access)
For more help:

- Gary Ackerman, Director of the Center for Teaching and Learning
- Gardner campus office 381
- gackerman@mwcc.mass.edu
- X 332
- 978-630-9332