

# Managing Your On-Campus Course(s) in Blackboard

Please note: The steps in this tutorial are intended for non-Global Campus courses. If you are teaching a Global Campus course these steps will be done for you as part of the design process.

## Accessing Your Course(s) in Blackboard

1. To access Blackboard Learn, log in to [learn.wsu.edu](http://learn.wsu.edu).
2. Your courses will be provided within the My Courses section on the My Institution page.
  - a. Within the My Courses section, there is a drop-down menu for the Term. Using the Term drop-down menu, you can sort your courses based on the semester they are offered.
  - b. There is also a search box located within the My Courses section.
  - c. If you do not see the courses that you are scheduled to teach within the My Courses section, please work with your department to ensure you are assigned as an instructor. Teaching assistants and co-instructors must also be added by the department scheduler in order to have instructor-level access to a Blackboard course space.

### My Courses

**Courses to which you are assigned as a course editor:**

New processes allow you to create and manage your Bb Learn course spaces in real time - no waiting on support staff to respond to your request. If you require assistance just email [online.registrar@wsu.edu](mailto:online.registrar@wsu.edu).

1. Select **ACTIVATE** next to the course ID to create your new course space, manage and edit content. When the course ID is an active hyperlink, the course space has been activated.
2. If needed, **MERGE** course spaces so that you can manage just one course space for multiple sections.-  
**Instructions**
3. To **COPY** an existing Bb course into a newly activated one. **Instructions**
4. To make a course available for students to view, select the **Enable** button in Availability column to the right of the course ID link. When the link says Disable, that means the course is currently available to students.

**\* Global Campus courses are managed through the Course Verification process and enabled by Global Campus before the official start date.**

Show Enrollment Counts

Term All Show Rosters  search

Enrl	Course Title (Course ID)	Availability	Action
	<a href="#">Video Conference Course Template (2016-spri-onlin-VID_CONF-99-NC153657-LEC)</a>	Enable	Course Verification
	<a href="#">2015-SPRI-ONLIN-TemplateCourse (2015-SPRI-ONLIN-TemplateCourse)</a>	Enable	Course Verification
	<a href="#">Faculty Training (CONT-000-ONLIN-Faculty_Training-100-LEC)</a>	Enable	Merge

## Configuring Your Course(s) in Blackboard

You must first activate the section/roster for the course you want to configure in Blackboard. Please be aware that all actions you take to activate, merge, and enable your course(s) are in real time.

If you have multiple sections/rosters of a course, decide how you want to manage them. You have two options:

1. You can activate the course sections/rosters separately. Choose this option if you have unique content for each course section/roster, or if you only have one section/roster of a course.
  - Follow the steps under [Activating Individual Course Spaces](#).
2. You can activate one section/roster to create a parent course then merge your other sections/rosters to the parent course. This is a great option if you plan to use the same content for multiple course sections/rosters.
  - Follow the steps under [Activating & Merging Multiple Sections Together](#).

### Notes:

- Activating your section/roster will create a course space that you can work in. In order to allow students to access your activated course space, please follow the steps under [Enabling Your Course Space](#).
- Special processes must be followed if you want to merge Global Campus courses and rosters with non-Global Campus courses and rosters. Please contact the Global Campus Registrar at [online.registrar@wsu.edu](mailto:online.registrar@wsu.edu) if you want to merge Global Campus courses with non-Global Campus courses.

**Before implementing the following processes (activating/merging your courses), be sure to read through each section of the instructions. It is important that you decide how you would like to set-up your course space(s) prior to starting the process.** If you have questions regarding these processes, the WSU Global Campus team is here to assist you. Contact [ats.aoi@wsu.edu](mailto:ats.aoi@wsu.edu) or 509-335-4320.

### Activating Individual Course Spaces

Below are instructions on how to activate an individual course space.

1. Select **Activate** next to the course section/roster you want to turn into a course space. Make sure that this is the action you wish to take, as it cannot be undone.



2. Once the course is activated, the course ID is an activate hyperlink. You are now ready to work in the course space. To do so, select the **course ID** link.



3. You can repeat this process to activate other course sections/rosters and create individual Blackboard course spaces for each course section/roster.

- When you are ready to allow student access to your activated course space follow the steps under [Enabling Your Course Space](#).

## Activating & Merging Multiple Sections Together

### Notes:

- Important:** If a course section/roster is merged from one parent course space to a different parent course space, students will lose access to the original parent course space. If students have completed work in the original parent course, they will lose access to all submissions and grades.
- Cross-listed courses will appear as separate section/roster spaces. You will have to manually merge the cross listed sections/rosters into the same parent course if you want all students to have access to the material in the same space.
- At this time, lecture and lab sections/rosters cannot be merged together.

### Activating a Parent Course Space

The parent course will be the course space that you and your students work in and access through Blackboard.

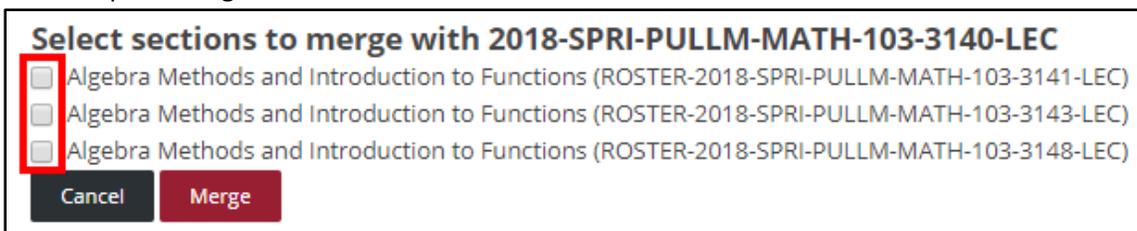
- If you will be merging multiple section/roster(s) together, it is recommended that you only activate one section/roster to dedicate as the parent course space.
  - Select the **Activate** link for the section/roster of the course that you want to make the parent course space.
  - Make sure that this is the action you wish to take, as it cannot be undone.

### Merging Additional Sections into a Parent Course Space

- Once the parent course space has been activated, the course ID is an active hyperlink and there will be a Merge link available for this parent course space.
  - To merge section/roster(s) to the parent, select the corresponding **Merge** link.



- After selecting the Merge link, you will be prompted to select the sections/rosters to merge into the corresponding parent course space.
  - Select the course section/roster(s) that you would like to merge with the parent course space using the check boxes.



- Once you have chosen the section/roster(s), select the **Merge** button to combine the selected course section/roster(s) to the parent course space.

- Your course sections/rosters are now merged into a single parent course space. To work in the parent course space, select the **course ID** link.
- When you are ready to allow student access to your parent course space follow the steps under [Enabling Your Course Space](#).

### Enabling Your Course Space

**Note:** You can only enable activated course spaces.

- When you are ready to allow student access to your course space, select **Enable**.

Algebra Methods and Introduction to Functions (2018-SPRI-PULLM-MATH-103-3140-LEC)	<b>Enable</b>	Merge
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- A pop-up box will appear and ask you to confirm your selection. Select the **OK** button from the pop-up box to confirm that you are ready to enable your course space.

Once you've activated and enabled your courses, you may want to hide the sections/rosters to make the My Courses section more manageable. To do so, deselect the **Show Rosters** checkbox.

### Unmerging Sections

**Note:** When a course section/roster is unmerged from a parent course, students will lose access to the parent course space. If students completed work in the parent course, they will lose access to all submissions and grades.

If you want to unmerge a course section/roster, return to the My Courses section on the My Institution page. Course sections can be unmerged from a parent course at any time.

- Make sure the option to **Show Rosters** is selected.

Term: All	<b>Show Rosters</b> <input checked="" type="checkbox"/>	search	
Enrl	Course Title (Course ID)	Availability	Action

- Select **Remove** next to the section you want to unmerge.

Algebra Methods and Introduction to Functions (2018-SPRI-PULLM-MATH-103-3140-LEC)	Enable	Merge
Algebra Methods and Introduction to Functions (ROSTER-2018-SPRI-PULLM-MATH-103-3141-LEC)		<b>Remove</b>
Algebra Methods and Introduction to Functions (ROSTER-2018-SPRI-PULLM-MATH-103-3143-LEC)		<b>Remove</b>
Algebra Methods and Introduction to Functions (ROSTER-2018-SPRI-PULLM-MATH-103-3148-LEC)		<b>Remove</b>
Algebra Methods and Introduction to Functions (ROSTER-2018-SPRI-PULLM-MATH-103-3140-LEC)		<b>Remove</b>

3. A pop-up box will appear ask you to confirm your selection. Select the **OK** button from the pop-up box to confirm that you want to remove the selected section/roster from the parent course space.

If you require assistance or have questions regarding these processes, the WSU Global Campus team is here to assist you. Contact [ats.aoi@wsu.edu](mailto:ats.aoi@wsu.edu) or 509-335-4320.