

# Activating & Merging WSU Blackboard Course Spaces for Non-Global Campus Courses

SPEAKER 1: Welcome. In this tutorial you'll learn how to manage your online course spaces, activate the Blackboard component of your courses, merge sections, if applicable, and enable course spaces for student viewing.

Please note, the steps in this video are intended for non-Global Campus courses. If you're teaching an online course through Global Campus these steps will be done for you as a part of the design process.

Let's get started.

To access Blackboard Learn, login to [learn.wsu.edu](http://learn.wsu.edu). On the home page you'll see a list of your courses listed under My Courses.

There are several options for searching or sifting through your courses, including a keyword search box. There's also a drop down menu that will allow you to sort your classes based on the semester they are offered and other criteria. If after selecting the correct semester in the drop down menu in My Courses, you do not see your classes that you are scheduled to teach, please work with your department to ensure you are assigned as an instructor. Teaching assistants and co-instructors also have to be added by the department scheduler in order to have instructor-level access to a Blackboard course space.

After locating your roster or course space for the class you wish to offer online, you must first activate the course space. If you have multiple sections of a course, first decide how you want to manage those sections. You have two options. One, you may activate a parent course then merge sections with the parent course. This is a great option if you plan to use the same content for multiple sections. Or two, you can activate the sections separately. Choose this option if you have unique content for each section, or if you only have one section of a course.

Note, special processes have to be followed if you want to merge Global Campus courses and rosters with non-Global Campus courses and rosters. Please contact the online registrar at [online.registrar@wsu.edu](mailto:online.registrar@wsu.edu) if you want to merge Global Campus courses with non-Global Campus classes.

Here's how to activate a parent course and merged sections. Select a section of the course you want to make the parent course and click Activate. Select only one roster section to activate, as you will not be able to merge two activated courses into the same course space. The parent course space is now active. To merge other rosters with this course, select the corresponding merge option. You will then be prompted to select the rosters to merge into the selected parent's course space.

Select the rosters you'd like to merge with the parent course space using the check boxes. Then select merge at the bottom of the box to complete the action. Note, cross-listed courses will appear as separate roster spaces. You will have to manually merge the cross listed rosters into the same course space if you want all the students to have access to the material in the same space.

Congratulations. You're now ready to work in the course space. To do so, select the course ID link.

Here's how to activate an individual course space. Simply select Activate next to the course roster you wish to turn into a course space. Now that course ID is an active hyperlink.

Congratulations. You're now ready to work in the course space. To do so, click on the course. You may repeat this process to activate all other rosters and create individual Blackboard course spaces for each class roster.

If for some reason you want to unmerge a section, simply return to your My Courses box on the My Institution page in Blackboard. Make sure the option to Show Rosters is selected, then select Remove next to the section you'll be unlinking. A pop up box will ask you to confirm your selection. When you are ready to allow student access to your course space, select Enable. A pop up box again will appear and ask you to confirm your selection. Please note that all actions you take to activate, merge, and enable your courses are in real time, so there's no waiting for someone else to finalize your changes.

Once you've created and enabled your courses, you may want to hide the rosters to make the My Courses box more manageable. To do so, deselect the Show Rosters checkbox. If you require assistance merging or activating your courses, the WSU Global Campus team is here to assist you. Just email [global.elearning@wsu.edu](mailto:global.elearning@wsu.edu).