Creating a New Course Web or Copying a Previous Web to a New One in Blackboard

To Create a New Blackboard Web
Individual faculty need to generate an online request for a course web site to be created for each semester. To do so a BU username and Kerberos password are required. It is easy to create a new course web or copy a web from a previous semester. Both of these options can be accomplished using the OneHelp page for Blackboard accessible at http://www.bu.edu/help/blackboard. This request automatically activates a process by which your current students are enrolled in your Blackboard web. Also this ensures that your web roster is updated daily with the new students who add your course. Note that only students with BU computer accounts are added to your web. Further students who drop your course are not automatically removed from your course web and need to be removed manually. (In your course web go to Control Panel/User Management/Remove Users)

From the OneHelp page, http://www.bu.edu/help/blackboard choose the link for “Create a Blank site.” (See illustration on left). This will launch the option shown below to “Create using faculty link”. (See illustration on the right). Click this option.

You will be brought to a page with a box similar to the one to the lower left. Choose the course(s) that you would like to create a course web for, select Blackboard as your courseware and then click Submit. After submitting this form, your Blackboard web will be created and you will be notified by a e-mail to indicate that your web is available and ready to use.

If your course does not appear on this page, contact the Registrar’s office (cpaal@bu.edu) and they will link you to your courses for this semester.
TO COPY A PREVIOUS COURSE INFO OR BLACKBOARD WEB INTO A NEW BLACKBOARD SITE

If you wish to create a copy of a previous web from which you can easily update previous information, you choose “Copy a site” from the OneHelp page.

You will be directed to a page with four sections. In Section 1 (see below) choose “For teaching…”

In Section 2 choose the course web you want to copy from. If it does not appear you can browse to see other course webs by clicking “Search for another course site”.

In Section 3 from the drop down menu, choose the semester you want to copy your course web into. Also choose the school and, if necessary, type in course number and section. If you want to group multiple sections of a course, select “Group with another section”.

And in Section 4, type in the course title and click “Submit”

Within 24 hours Courseware Support will create your new web and send you an e-mail confirmation when the web is created. You will find your web by going to http://blackboard.bu.edu and looking under the “My Courses” tab.

If you would like teaching assistants, co-instructors, students repeating a course or other non-degree students to have access, go to the OneHelp page and click on “Add users to a site” If students have difficulties accessing your web, direct them to the OneHelp page, http://www.bu.edu/help/blackboard