

Blackboard Learn 9.1 Support Center

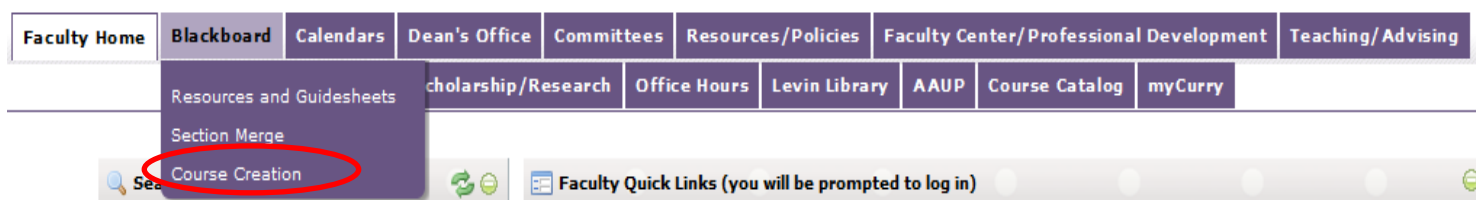
Blackboard Course Creation

At any point during a term you can create a Blackboard site for your course. The site will be created after the Banner sync process runs (approximately 12:00am, 7:00am, 12:00pm, 3:00pm, and 6:00pm).

To create a Blackboard site for your course follow these three steps:

Step 1: Log into the Faculty Portal.

Step 2: Hover over **Blackboard** and Click on **Course Creation**.



Step 3: The courses in which you are the instructor will appear. Check the box of all the courses you would like created.

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Check each course that you wish to have created within Blackboard. Each course checked will be created in Blackboard within a few hours, based on the timing of the synchronization process. Note: If you plan to merge courses (into a primary course), do merges first, then create only the primary course in Blackboard by checking below.

<input checked="" type="checkbox"/>	AC-1000-5 (91637)	Navigating Your Digital World	Blackboard
<input type="checkbox"/>	AC-1000-8 (91744)	Navigating Your Digital World	
<input checked="" type="checkbox"/>	IT-3900-1 (92863)	Senior Seminar: This is IT!	Blackboard
<input checked="" type="checkbox"/>	AC-2768-1 (XList 91750 91912)	Web Page Design	Blackboard
<input type="checkbox"/>	AC-2768-XP3 (92669)	Web Page Design	

Success will be confirmed by the word “Blackboard” appearing on the right.