This document describes how Blackboard courses are set up each semester and how enrollments are added to Blackboard courses. It describes functions that are performed automatically as well as those that instructors may perform manually.

**BLACKBOARD COURSE SITES**

**New courses each semester**

About eight weeks prior to the start of each semester, we automatically create a separate Blackboard site for every academic credit course based on information in the BANNER Student System. You do not need to request these. New courses are added daily as they appear in BANNER throughout the semester. Check the module “Bb Notices for Faculty” for schedules and status messages.

When you login to Blackboard, check your MyBlackboard Courses list:

- If a course is missing from your list, it may be that the BANNER Student System does not list you as the instructor (e.g., instructor listed is “STAFF”), or the course is not offered. Contact the Registrar’s Scheduling Office to update course and/or instructor information in BANNER. Once BANNER is updated it takes about one business day for Blackboard to be updated as well.
- If you need a course set up in Blackboard earlier than the normal 8-week lead-time, please submit a Blackboard Support Request.
- If you are incorrectly listed as the instructor, please make sure the BANNER Student System does not list you as instructor (contact the Registrar’s Scheduling Office). To have your name removed from the Bb course, you can submit a Blackboard Support Request.
- If your course incorrectly lists another instructor, you may remove that user via the Control Panel. You will first need to change the user’s role to “student.” For instructions, see Blackboard User Management for Courses/Organizations.

**Combining sections**

If you teach multiple sections or cross-listed courses and you want these students to share a single course site, we can set this up for you.

- In the Control Panel of any course in which you are an instructor, click Combine Courses (under Course Tools), and follow the instructions. A new, empty course site (no content) will be created by the next business day. Please combine courses before uploading or copying content.

**Copying previous content**

All newly created Blackboard courses will be empty. If you used Blackboard for a previous course and want to copy content into the new course, you can do so yourself via the Control Panel. If you plan to combine sections, we suggest copying content after the sections are combined.

- For instructions on copying courses, see the Blackboard documentation for the Course Copy utility.

**Making your course available**

By default, course sites will be set to “unavailable.” This means instructors can view and edit their courses, but students cannot see them. When you are ready for your students to access your courses, you must make the courses "available."

1. From the Control Panel, choose CUSTOMIZATION.
2. Click PROPERTIES.
3. Under Set Availability, select YES next to Make Course Available then click SUBMIT. Your course is now available to your students.
Old courses
Old courses will automatically change status in two ways:

- **Deactivated after end of term**
  A given semester's courses will remain active in Blackboard for approximately four weeks after the end of the semester. This is to accommodate students' grade lookups and incompletes. After four weeks we will automatically change all previous semester courses to "unavailable." Deactivated courses are accessible to instructors, but not to students. If you need to reactivate a course for students, you can make it "available" again via the Control Panel.

- **Purged (deleted) after two academic years**
  All courses will remain in the Blackboard system for a minimum of two academic years. Blackboard courses will be purged in fall of the third academic year following the term in which it was taught (e.g. courses taught during AY 2007-2008 will be purged in fall 2010).

Cleaning up your course list
There are two manual options for cleaning up your course list.

- You can "hide" old courses you don't want to see. Click the pencil icon at the top right of the MyBlackboard Courses box to edit the display settings.
- You can permanently remove a course from the Blackboard system. To do so, in the Control Panel of any course in which you are an instructor, click **Delete Courses** (under Course Tools), and follow the instructions. Your course(s) will be deleted immediately. You must be the instructor of record in these courses.

ENROLLMENTS

We automatically load **registered students** into all Blackboard courses. The **initial load** occurs on the Friday before semester start and continues throughout the term. If your course begins earlier than the normal semester schedule, students will be loaded four days before the first day of class. Check the module “Bb Notices for Faculty” for schedules and status messages. If you need students loaded earlier, please submit a **Blackboard Support Request** to request early enrollment.

Late "adds" are automatically loaded daily throughout the semester (3 times per day during the add-drop period). Due to processing schedules, it may take up to two days for the new enrollment to flow from BANNER into Blackboard. If the student needs more immediate access to a course, instructors may add students via the Control Panel (see below).

"Drops" are not removed from the Blackboard system. It is suggested that instructors either deactivate or remove dropped enrollments from their Blackboard rosters (see below).

**Course staff** such as teaching assistants, graders, course builders, co-instructors, etc. must be added by an instructor via the Control Panel (see below).

Guests

- Guests who have a UNH Blackboard account may be added via the Control Panel.
- Guests not affiliated with UNH as faculty/staff/student will need to request a "**sponsored**" account. Contact the UNH IT Help Desk at 862-4242 for assistance.
- If you want to allow any user to visit your course without needing a Blackboard account, you can set your course options to “Allow Guest Access” (see **Edit Guest and Observer Access**).

Managing enrollments via the Control Panel

- For instructions on manually adding, deactivating, or removing users in your Blackboard course, see **Blackboard User Management for Courses/Organizations**.