

Blackboard course spaces (which includes Semester 1 spaces, Semester 2 spaces and full year spaces) need to be activated by the course academic leads each year in order for students to be able to access them. However, some schools/programmes have local arrangements for activation.

You can activate your Bb course as soon as you want, but it needs to have been set up in Campus Solutions first, and you must be registered as a Primary Instructor in order to activate your course. Check with your school/programme administrator if you can't see the Bb course listed in the portlet.

You can find the link to activate the Bb course via the My Manchester for staff:

1. Log into <https://app.manchester.ac.uk/>
2. Click on the **A-Z link** (top right hand corner)
3. Click on **M** in the A-Z index
4. Scroll down and click on the **My courses (Blackboard)** link
5. Click on the **Future** tab to see your 2017/2018 courses
6. Click on the red **A** icon to begin the activation process

The document at this link gives more information on the course settings which you need to bear in mind, depending on whether you wish to roll forward content from the previous year, or activate a new template to build a course from scratch. [How to activate Blackboard courses](#)

Note that course activation needs to take place *before the start of teaching* for each semester. For key dates see the article [Key dates for Blackboard](#)

N.B. Blackboard course spaces must be activated by the course academic lead. Before this is possible, the course needs to have been set up for the current academic year by the programme administrator in Campus Solutions and the course academic lead needs to be registered as a Primary Instructor. If the course does not exist in Campus Solutions, it cannot be activated in the My Manchester staff portal and it will not appear in Blackboard. If the course is not listed for activation in the My Manchester staff portal, contact your programme administrator in the first instance to make sure it has been set up in Campus Solutions.

How you activate your Blackboard courses will differ slightly according to the following:

If you are...	you need to...
1. rolling forward a course and its content from a previous year, and the course unit name and number remain the same...	activate and roll forward your course space in My Manchester check and update your course in Blackboard .
2. rolling forward a course from a previous year, but the course unit name and / or number have changed...	activate your course space for this year with a UoM template or your School template in My Manchester. build from scratch in Blackboard OR copy over material from an existing course into this new space.
3. setting up a brand new course unit (i.e. there is no existing content to roll forward from a previous year)...	activate your course space with a UoM template or your School template in my.manchester.ac.uk build from scratch in Blackboard

If scenario 3 best describes your situation, you may decide to copy material from an existing course into your newly activated course for this year. For guidance on how to do this, refer to [How to copy courses in Blackboard](#).

Course activation is just one important step in the process of preparing Blackboard course spaces for the upcoming semester. For an overview of the whole preparation process, refer to [Preparing Blackboard 9 courses for start of year or semester 2 \(STAFF\)](#)

Further help

As noted above, if the course is not listed for activation in the my.manchester staff portal, **contact your programme administrator** to make sure the course unit has been set up for this year in Campus Solutions.

For further information and advice about eLearning, please contact your faculty eLearning team via the support centre: [Click here to Request eLearning Support](#)