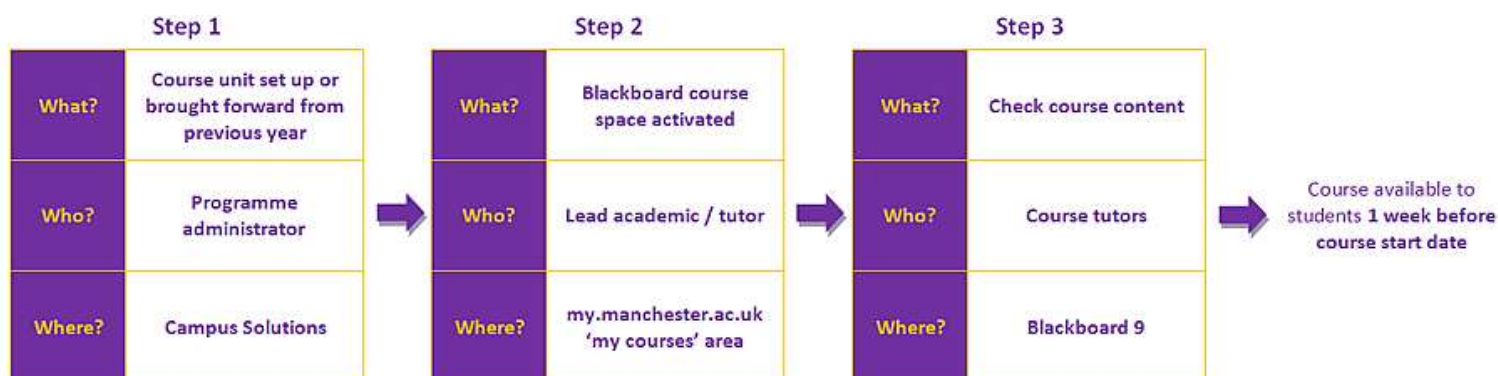


## Preparing Blackboard courses for start of year and semester 2 (Staff)

All Semester 1/Full Year Blackboard course spaces and semester 2 course spaces should be available to students in Blackboard **one week before the scheduled course start date**. For a list of key dates related to Blackboard, please refer to Key dates for Blackboard.

A **three step** process is required in order for course spaces to be made available to students in Blackboard:



**Step 1: Programme administrators** are responsible for ensuring that the course unit has been set up for the next academic session in Campus Solutions. Administrators can find more details here: [Campus Solutions Operational Support Training Guide: Campus Solutions & Bb9 Integration](#)

**Step 2: The academic lead** for the unit must activate the Blackboard course space in the my.manchester staff portal. There are a number of choices available at this stage depending on whether this is a new course or a course you are rolling forward from a previous year. It is important that you read the following article before activating your course: [How to activate Blackboard 9 courses \(STAFF\)](#)

**Step 3: Course tutors** need to ensure that course material in the Blackboard course space is correct, complete and up-to-date. The [Post-activation course checklist](#) will help you to do this.

### Related articles

[FAQs and Troubleshooting Blackboard for start of year and semester 2 \(STAFF\)](#)

[How to activate Blackboard 9 courses \(STAFF\)](#)

[Key dates for Blackboard 9](#)

[Post course activation checklist for Bb9 \(STAFF\)](#)

[How to set up a new Bb9 course \(build from scratch\) after activation \(STAFF\)](#)

[How to copy courses in Blackboard 9](#)

### Further help, and more information about eLearning - Contact us :

For further information and advice, please contact your Faculty eLearning team via the support centre: <https://supportcentre.manchester.ac.uk> , or phone 65544 between 9am and 5pm.