

Blackboard courses (which includes Semester 1, Semester 2 and All-Year courses) need to be activated by the academic Course Leader each year for students to be able to access them. Some schools/programmes have local arrangements for activation, which means that course leaders do not have to activate the courses themselves. Blackboard courses which have been automatically activated will show up in your list of Blackboard courses. If your course has not been automatically activated, you will need to activate your course manually; this guide will show you how to do it.

To activate your Blackboard course, it first needs to have been set up in Campus Solutions by an administrator, and you must also be enrolled on it as a **Primary Instructor**. Check with your school/programme administrator if you can't see the Blackboard course listed in the staff portal.

Course activation needs to take place *before the start of teaching* for each semester. For key dates, refer to the [Key Dates for Blackboard](#) article.

What You Need to Consider Before Activation

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

If you want to ...	You need to ...
1. Roll forward a course, and the course unit name and number remain the same ...	Select the previous year's version of the course to copy its material into the course you are activating.
2. Roll forward a course from a previous year, but the course unit name and / or number have changed ...	Activate your course for this year using your School template or the UoM template . Once activated, copy material from an existing course into this new space, and add any new material.
3. setting up a new course unit, i.e. there is no existing content to roll forward from a previous year ...	Activate your course for this year using your School template or the UoM template . Build from scratch in Blackboard

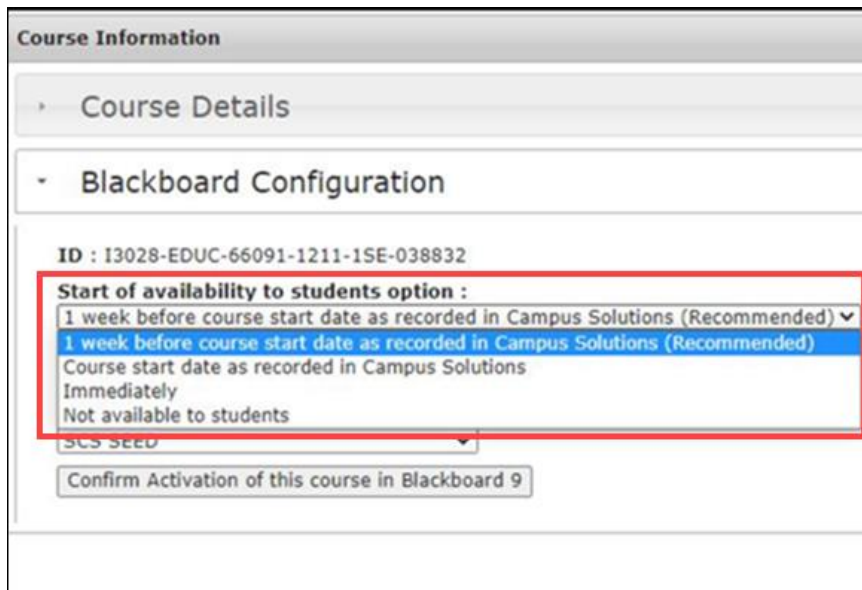
How to Activate

You can find the link to activate the Blackboard course via the My Manchester for Staff portal:

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 courses for the forthcoming academic year.
6. Click on the red **A** icon to begin the activation process.

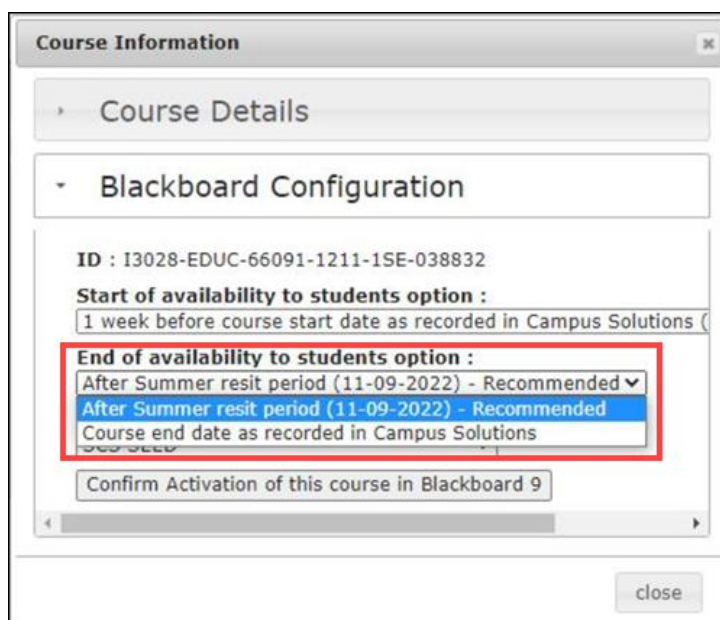
To **activate** a standard template and **build your new course from scratch**, use the following recommended settings:

1. From **Start of availability to students option**, select **1 week before course start date as recorded in Campus Solutions (Recommended)**



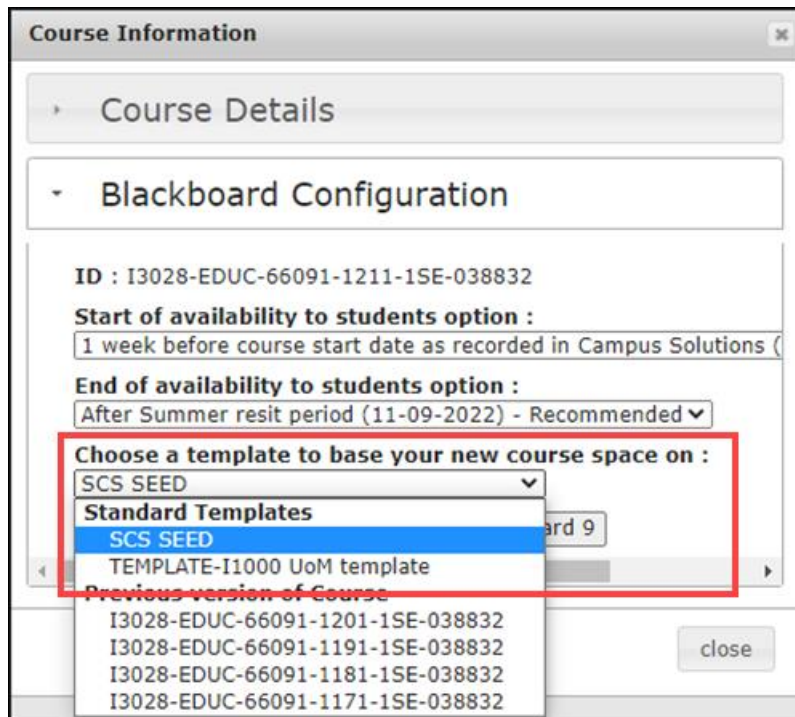
The screenshot shows a 'Course Information' dialog box with a 'Blackboard Configuration' section. The 'Start of availability to students option' dropdown menu is open, and the option '1 week before course start date as recorded in Campus Solutions (Recommended)' is selected and highlighted in blue. Other options include '1 week before course start date as recorded in Campus Solutions (Recommended)', 'Course start date as recorded in Campus Solutions', 'Immediately', and 'Not available to students'. A 'Confirm Activation of this course in Blackboard 9' button is visible below the dropdown.

2. From **End of Availability to Students option**, select **After Summer resit period (DD-MM-YYYY) - Recommended**

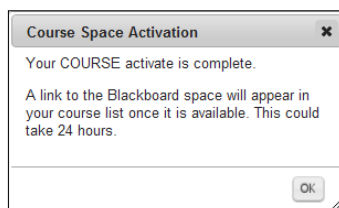


The screenshot shows the same 'Course Information' dialog box. The 'End of availability to students option' dropdown menu is open, and the option 'After Summer resit period (11-09-2022) - Recommended' is selected and highlighted in blue. Other options include 'After Summer resit period (11-09-2022) - Recommended' and 'Course end date as recorded in Campus Solutions'. A 'Confirm Activation of this course in Blackboard 9' button is visible below the dropdown. A 'close' button is located at the bottom right of the dialog box.

3. From **Choose a template to base your new course space on**, select either **Standard Course Structure (SCS) – YOUR SCHOOL** (this template is not available for all schools) or select **TEMPLATE I1000 UoM template**.



4. Click the **Confirm Activation of this course in Blackboard** button.
You will be presented with a message confirming your course activation is complete and that you will need to wait up to 24 hours. However, your course could be available after a minimum of 3 hours.



5. Click **OK**

Course activation is **just one important step** in the process of preparing Blackboard courses for the upcoming semester. For an overview of the **whole preparation process**, refer to:

[Post-activation Checklist \(50025\)](#)

[How to Set up a New Blackboard Course after Activation \(63932\)](#)

[How to Copy Content to your New Blackboard Course \(49915\)](#)

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 has been scheduled 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.](#)