

Course Activation for all Blackboard Courses 2021/22

Introduction

Over recent years the eLearning team have undertaken work to ensure that all 800 Blackboard pages in SALC employ the same template (also known as the Standard Course Structure), so that students have consistency in experience and access to the full functionality of Blackboard across all of their courses. In addition, in the last academic year, staff have done much to further enhance their Blackboard pages and feedback from the Faculty mid semester pulse surveys in 20/21 shows that this has been very well received by students. We are keen to maintain this great practice and consistency of experience and to help with this, this document provides step by step guidance for activating your Blackboard courses for 2021/2022. In addition, If you would like any further help, support or suggestions about how to develop your 2021/2022 Blackboard pages please don't hesitate to get in touch with the eLearning team for more support [here](#).

Course Activation Options

There are three (3) options available for activating courses for 2021/22:

- **Option 1** is for courses which were activated in 2020/21 and the **course code has NOT changed** for 2021/22 **AND** you want to rollover content from the current year into 2021/22;
- **Option 2** is for courses which were activated in 2020/21 but the **course code HAS changed** for 2021/22 (e.g. if running in a different semester);
- **Option 3** is for
 - a) New courses that have not had a Blackboard presence before.
 - b) Courses that have run before but did not run in either 2019/20 or 2020/21.
 - c) Course Owners who want to build their 2021/22 course from scratch or who want to selectively copy content from 2020/21 (or a previous year) into 2021/22.

Contents

You will find the activation guidance for the different options in the sections below.

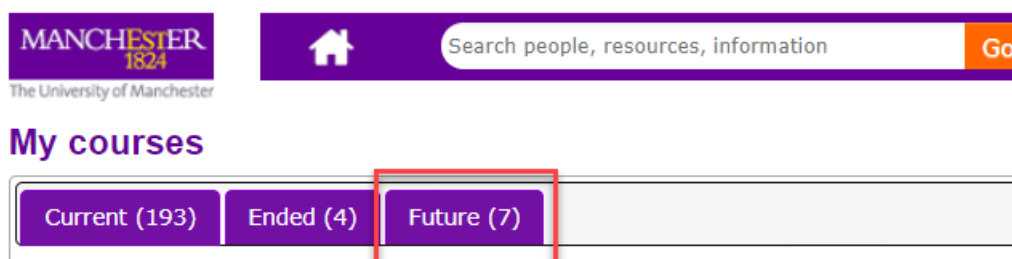
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OPTION 1

- Use this option if your course was activated in 2020/21 **AND** your course code has not changed **AND** you want to copy the entire contents of the course over into 2021/22 (i.e. 'rollover'). You will need to follow the **OPTION 1 GUIDANCE** below and select the 2020/21 as the template for 2021/22. [template = 2020/21 **course**]
- If your course code has changed, e.g. because your course is running in a different term in 2021/22 than it was in 2020/21, please use **OPTION 2**.
- You can find helpful guidance and ideas for different types of Blackboard content from the [SALC Online and Blended Learning website](#) and from the Faculty of Humanities "[What works in teaching?](#)" and [Good Practice Library](#) websites.

OPTION 1 GUIDANCE

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 2021/22 courses.



6. Click on the red '**A**' icon to begin the activation process.

My courses

Code	Title	Semester	Year	Links
EDUC70491	Early Years Education 2021-22 1st Semester	1st Semester	2021-22	
ENGL10051	Mapping the Medieval	1st Semester	2021-22	
ENGL21151	Renaissance Literature	1st Semester	2021-22	
ENGL34131	Writing Revolutions	1st Semester	2021-22	
PLAN10041	Introduction to Planning and Development 2021-22 1st Semester	1st Semester	2021-22	
AMER20112	Work and Play in the USA	2nd Semester	2021-22	
ENGL21162	Old English	2nd Semester	2021-22	

7. You will see the dialogue box below.

Course Information

Course Details

ENGL21151 - Renaissance Literature

Start Date: September 20, 2021
End Date: January 30, 2022
Year: 2021-22
Semester: 1st Semester

You are enrolled as a **Primary Instructor** on this course.

This course is **NOT ACTIVATED**, **Activate** this course in Blackboard 9

Activate this course in Blackboard 9

Blackboard Configuration

8. Click the **Activate** button (indicated above). This will open the **Blackboard Configuration** options.

Course Details

Blackboard Configuration

ID : I3088-ENGL-21151-1211-1SE-037572

Start of availability to students option :
1 week before course start date as recorded in Campus Solutions (Recommended) ▾

End of availability to students option :
After Summer resit period (11-09-2022) - Recommended ▾

Choose a template to base your new course space on :
SCS SALC ▾

Confirm Activation of this course in Blackboard 9

Leave the default options

Click to view options

9. Leave the default recommended settings for **Start** and **End** of Availability.
10. Click on the downArrow next to **SCS SALC** to view the templates available for activation, then select the appropriate template for your course unit from the drop-down list (2020/21 courses will have **-1201-** as part of the course ID).

Choose a template to base your new course space on :

SCS SALC ▾

Standard Templates

SCS SALC
TEMPLATE-I1000 UoM template

Previous version of Course

I3088-ENGL-21151-1201-1SE-037572
I3088-ENGL-21151-1191-1SE-037572
I3088-ENGL-21151-1171-1SE-037572
I3088-ENGL-21151-1161-1SE-037572
I3088-ENGL-21151-1151-1SE-037572

Blackboard 9

11. Choose the template to base your new course on – in this case the first option under **Previous version of Course**. You should have the following dialog box.

The screenshot shows a web interface with two main sections: 'Course Details' and 'Blackboard Configuration'. The 'Blackboard Configuration' section contains the following elements:

- ID :** I3088-ENGL-21151-1211-1SE-037572
- Start of availability to students option :** A dropdown menu showing '1 week before course start date as recorded in Campus Solutions (Recommended)'.
- End of availability to students option :** A dropdown menu showing 'After Summer resit period (11-09-2022) - Recommended'.
- Choose a template to base your new course space on :** A dropdown menu with 'I3088-ENGL-21151-1201-1SE-037572' selected. This dropdown is highlighted with a red rectangle.
- Confirm Activation of this course in Blackboard 9** button: A grey button with a mouse cursor icon pointing at it. It is highlighted with a red rectangle.
- Click to Confirm Activation** button: A red button with white text, located to the right of the 'Confirm Activation' button. A red arrow points from this button to the 'Confirm Activation' button.

12. **Confirm activation.** Your course will become active in Blackboard within a few hours (although it may take up to 24 hours in some cases).
 13. Once activation is complete you can then log into Blackboard (<https://online.manchester.ac.uk/>) and update the content of your 2021/22 course.
-

OPTION 2

- You should use this option if your course was activated in 2020/21 **AND THE COURSE CODE HAS CHANGED** (e.g. because the course has changed semester). Please follow the guidance below.
- You can find helpful guidance and ideas for different types of Blackboard content from the [SALC Online and Blended Learning website](#) and from the Faculty of Humanities [“What works in teaching?”](#) and [Good Practice Library](#) websites.

OPTION 2 GUIDANCE

- Log into <https://app.manchester.ac.uk/>
- Click on the **A-Z link** (top right hand corner).
- Click on **‘M’** in the A-Z index.
- Scroll down and click on the **‘My courses (Blackboard)’** link.
- Click on the **‘Future’** tab to see your 2021/22 courses.

If the course is listed but you are unable to click on the Activate button, then this suggests you are not enrolled as Course Leader on that course. Please contact your local Programme Administrator if you require your role to be amended.

- Click on the red **‘A’** icon to begin the activation process.

My courses

Current (193)			Ended (4)			Future (7)		
Code	Title		Semester	Year	Links			
EDUC70491	Early Years Education	2021-22 1st Semester	1st Semester	2021-22				
ENGL10051	Mapping the Medieval		1st Semester	2021-22				
ENGL21151	Renaissance Literature		1st Semester	2021-22				
ENGL34131	Writing Revolutions		1st Semester	2021-22				
PLAN10041	Introduction to Planning and Development	2021-22 1st Semester	1st Semester	2021-22				
AMER20112	Work and Play in the USA		2nd Semester	2021-22				
ENGL21162	Old English		2nd Semester	2021-22				

- You will see this dialogue box.

Course Information

▼ Course Details

ENGL21162 - Old English

Start Date	January 31, 2022
End Date	June 10, 2022
Year	2021-22
Semester	2nd Semester

You are enrolled as a **Blackboard Primary Instructor** on this course.

This course is **NOT ACTIVATED**, **Activate** this course in Blackboard 9

► Blackboard Configuration

close

8. Click the **Activate** button (indicated above). This will open **the Blackboard Configuration** options.
9. Leave the default recommended settings for **Start** and **End** of Availability.

Course Information

► Course Details

▼ Blackboard Configuration

ID : I3088-ENGL-21162-1211-2SE-037573

Start of availability to students option :

1 week before course start date as recorded in Campus Solutions (Recommended) ▼

End of availability to students option :

After Summer resit period (12-09-2021) - Recommended ▼

Choose a template to base your new course space on :

SCS SALC ▼

Standard Templates

SCS SALC

TEMPLATE-I1000 UoM template

Previous version of Course

I3088-ENGL-21162-1171-2SE-037573

I3088-ENGL-21162-1151-2SE-037573

blackboard 9

close

Leave default options

10. Click on the down arrow next to **SCS SALC** and select the option **TEMPLATE-I1000 UoM template** for use in activation. Your

The screenshot shows the Blackboard Configuration page for a course. It has two main tabs: 'Course Details' and 'Blackboard Configuration'. The 'Blackboard Configuration' tab is active. Below the tabs, the course ID is 'I3088-ENGL-21162-1211-2SE-037573'. There are three dropdown menus: 'Start of availability to students option' set to '1 week before course start date as recorded in Campus Solutions (Recommended)', 'End of availability to students option' set to 'After Summer resit period (11-09-2022) - Recommended', and 'Choose a template to base your new course space on' set to 'TEMPLATE-I1000 UoM template'. At the bottom, there is a button labeled 'Confirm Activation of this course in Blackboard 9'. A red box with an arrow points to this button, containing the text 'Click to confirm activation'.

Course Details

Blackboard Configuration

ID : I3088-ENGL-21162-1211-2SE-037573

Start of availability to students option :
1 week before course start date as recorded in Campus Solutions (Recommended) ▼

End of availability to students option :
After Summer resit period (11-09-2022) - Recommended ▼

Choose a template to base your new course space on :
TEMPLATE-I1000 UoM template ▼

Confirm Activation of this course in Blackboard 9

Click to confirm activation

11. **Confirm activation.** Your course will become active in Blackboard within a few hours (although it may take up to 24 hours in some cases).
12. Once activation is complete you can then log into Blackboard (<https://online.manchester.ac.uk/>) and copy the content from your 2020/21 course into your 2021/22 course. You can find guidance about how to do this under the heading “Course Copy”. If you need support with this, please contact the eLearning team via <https://www.itservices.manchester.ac.uk/help/elearning/> and a member of the team will arrange a meeting to guide you through the activation and/or course copy.

OPTION 3

- Use this option if:
 - Your course is new and has no pre-existing Blackboard page.
 - Your course has run before with the same course code but **DID NOT** run in either 2019/20 OR 2020/21.
 - You want to build your 2021/22 course from scratch or selectively copy content from 2020/21 (or from a previous year) into 2021/22.
- You should activate the new Blackboard template by following the instructions below.
- You can find helpful guidance and ideas for different types of Blackboard content from the [SALC Online and Blended Learning website](#) and from the Faculty of Humanities [“What works in teaching?”](#) and [Good Practice Library](#) websites.



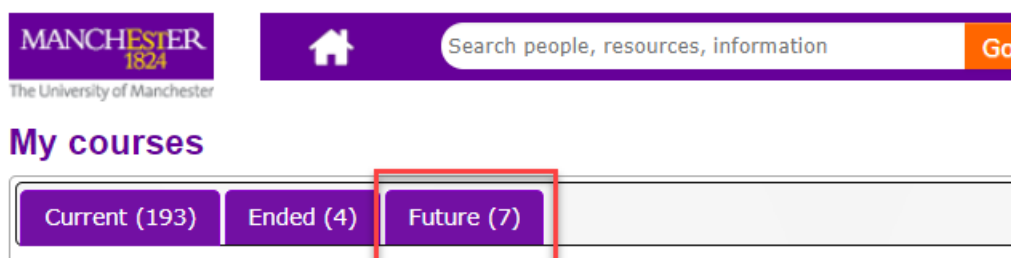
To complete this process you must be a ‘Primary Instructor’ (PI) in Campus Solutions (CS) for both the course you want to copy from and the course you want to copy to. Your equivalent role will be “Course Leader” in Blackboard. If you do not have the correct role in Campus Solutions please contact <http://www.itservices.manchester.ac.uk/help/elearning/> or see your local Undergraduate or Postgraduate Administrator.

Please follow these instructions carefully. If at any point you require support, please contact the eLearning team via <http://www.itservices.manchester.ac.uk/help/elearning/>

OPTION 3 GUIDANCE

Part 1. To activate your course:

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 2021/22 courses.



If the course you want to activate is not listed, it means you have not yet been enrolled on the course in Campus Solutions. Please contact your local Programme Administrator to enrol you on the course.

If the course is listed but you are unable to click on the Activate button, then this suggests you are not enrolled as Course Leader on that course. Please contact your local Programme Administrator if you require your role to be amended.

6. Click on the red 'A' icon to begin the activation process.

My courses

Current (193)

Ended (4)

Future (7)

Code	Title	Semester	Year	Links
EDUC70491	EDUC70491 Early Years Education 2021-22 1st Semester	1st Semester	2021-22	
ENGL10051	Mapping the Medieval	1st Semester	2021-22	
ENGL21151	Renaissance Literature	1st Semester	2021-22	
ENGL34131	Writing Revolutions	1st Semester	2021-22	
PLAN10041	PLAN10041 Introduction to Planning and Development 2021-22 1st Semester	1st Semester	2021-22	
AMER20112	Work and Play in the USA	2nd Semester	2021-22	
ENGL21162	Old English	2nd Semester	2021-22	

7. You will see this dialogue box.

Course Information

Course Details

ENGL34131 - Writing Revolutions

Start Date September 20, 2021

End Date January 30, 2022

Year 2021-22

Semester 1st Semester

You are enrolled as a **Blackboard Primary Instructor** on this course.

This course is **NOT ACTIVATED**, **Activate** this course in Blackboard 9

Blackboard Configuration

8. Click the **Activate** button (indicated above). This will open the **Blackboard Configuration** options.

► **Course Details**

▼ **Blackboard Configuration**

ID : I3088-ENGL-34131-1211-1SE-040512

Start of availability to students option :
 1 week before course start date as recorded in Campus Solutions (Recommended) ▼

End of availability to students option :
 After Summer resit period (11-09-2022) - Recommended ▼

Choose a template to base your new course space on :
 SCS SALC ▼

Standard Templates

SCS SALC

TEMPLATE-I1000 UoM template

Previous version of Course

close

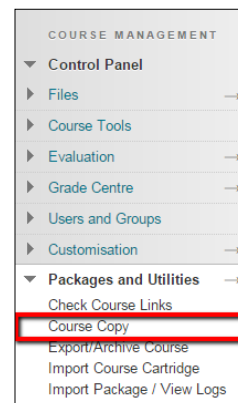
9. Leave the default recommended settings for **Start** and **End** of Availability.
10. Click on the down arrow next to **SCS SALC** and select the appropriate template for your course unit from the drop-down list (**SCS SALC** recommended).
11. **Confirm activation.** Your course will become active in Blackboard within a few hours (although it may take up to 24 hours in some cases).
12. Once activation is complete you can then log into Blackboard (<https://online.manchester.ac.uk/>) and copy the material you require from your old course into the 2021/22 **course (see part 2 below)**.

Course Copy

How do I get my old content from a previously run course unit to appear in this newly activated course with the new template?

Part 2. Bulk copy old material into your new course area:

1. To copy content into your 2021/22 course from a 2020/21 or other previous year course, login to Blackboard and **go to the old version of your course** (still available from your Blackboard homepage). This is the course that you want to copy **from**.
2. On the left hand **Course Management** menu go down to the **Control Panel** then select **Packages and Utilities** and then select **Course Copy**.
3. Select the course components that you want to copy **into** the new course area.
4. Find your new course from **Destination Course ID** by clicking **Browse**. Select the correct Course from the new window and then click **Submit**. The name of your new course should appear in the box. Please check that this is correct before you click the final Copy Course **Submit** button at the bottom of the page.

A screenshot of the 'Copy Course' form in Blackboard. The form has a header 'Copy Course' and buttons for 'Cancel' and 'Submit'. It is divided into two main sections: 'SELECT COPY TYPE' and 'SELECT COPY OPTIONS'. In the 'SELECT COPY TYPE' section, there is a dropdown menu for 'Select Copy Type' with the option 'Copy Course Materials into an Existing Course' selected. In the 'SELECT COPY OPTIONS' section, there is a 'Destination Course ID' field with a 'Browse...' button. A red arrow points from a red box labeled 'Find your new course here' to the 'Browse...' button. Below this, there is a 'Select Course Materials' section with 'Select All' and 'Unselect All' buttons. A list of course materials is shown with checkboxes, all of which are checked. A red arrow points from a red box labeled 'Select the content you want to copy' to the list of materials. The materials include 'Content Areas', 'Welcome', 'Noticeboard', 'Announcements', 'Course Content', 'Communication', 'Assessments', 'Learning Resources', 'Staff Area', 'Objectives & Outcomes', 'Updates on 17th October 2013', '_(All Courses)', 'Printable PDFs of Course Materials-', 'Frequently Asked Questions', 'Using this Blackboard Site and Navigating the Windows etc', and 'Electronic Study Pack'.

5. Leave the default setting for 'File Attachments'. Check everything and when you are ready, click **'Submit'**.

FILE ATTACHMENTS

Course Files

☐ Copy links to Course Files
☐ Copy links and copies of the content
☒ Copy links and copies of the content (include entire course home folder)

Package Size

Calculate Size

Manage Package Contents

6. You will receive an email informing you when the copy has been completed. We strongly recommend that you go into the new course to check that the content has been copied over as expected and, in particular, that the course menu items are under the appropriate headings.

How do I get the content in the newly-activated course ready for release?



Part 3. Tidy up your new course:

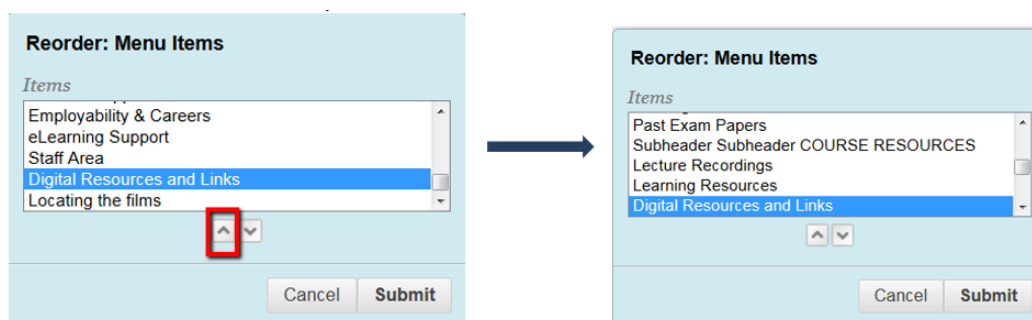
7. When you copy content into a Blackboard course, the course menu link to the content will be placed at the bottom of the course menu if a content area with the same name does not already exist (e.g. *Lectures*).

If the Destination Course (in this case your newly-activated 2021/22 course) has a content area with the same name as your previous course (e.g. *Course Content*, *Learning Resources*), the content copied over will be **appended** to any existing content in the Destination Course.

8. To re-order the course menu links to your course content, make sure that Edit Mode is **ON**. Then **Either**
 - i. Click on the up-and-down arrows in the course menu header to open a list of your menu items.

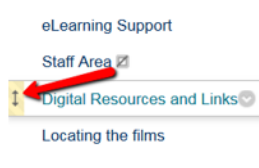


- ii. Select the item you want to move and use the up  or down arrow  to move the item to the desired location. For example:



Or:

Hover your mouse over the item so that the pointer displays the handle on the left-hand side of the item.



Position the pointer over the handle. The shape of the pointer will change to this:



Click the left mouse button and while keeping the button held down, drag the item to the appropriate location. Release the mouse button to 'drop' the item in its new location.

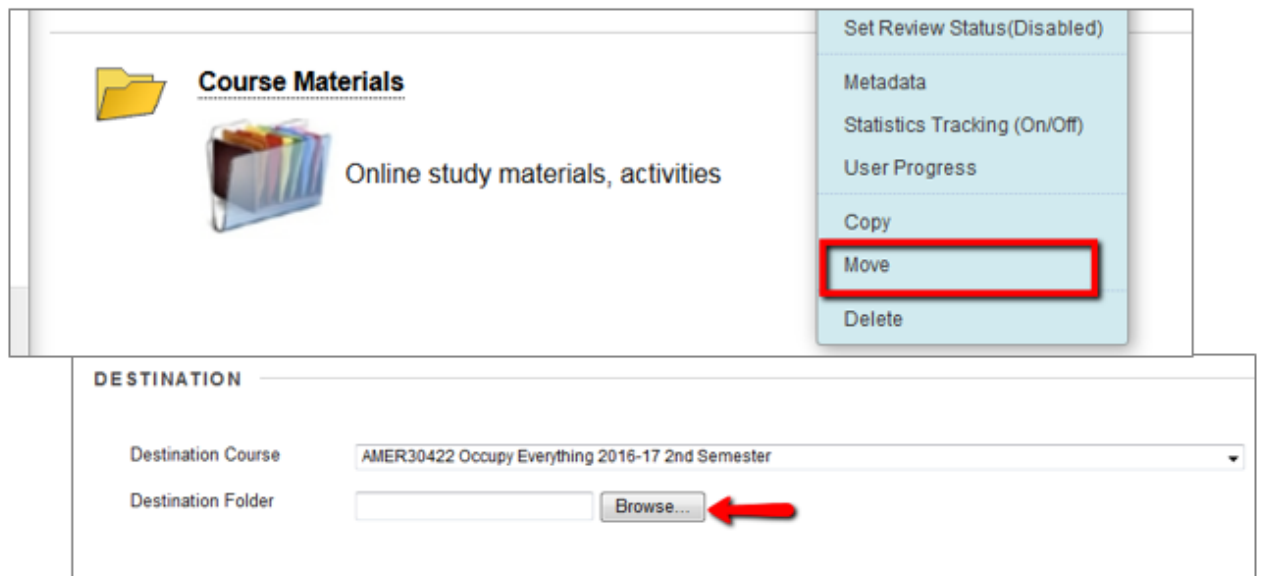
Further information

Moving Content Around Within Your Blackboard Course (Edit Mode = "ON")

9. To re-order items on a page, make sure edit mode is switched to '**On**' click and hover your mouse so that the pointer displays the handle on the left-hand side of the item / folder. Click the left mouse button and while keeping the button held down, drag the item to the appropriate location. Release the mouse button to 'drop' the item in its new location.



10. To **move** an item to a different part of the course, select '**Move**' from the item's context menu (the small icon to the right of the item's name).
11. Select the new location from the '**Destination Folder**' list and then click on the '**Submit**' button to complete the move.



If you need any further help copying content or removing unwanted files, please contact us via <http://www.itservices.manchester.ac.uk/help/elearning/>.