

Activating your Blackboard courses for 2022/23

Introduction

All c.700 UG and PGT courses in SALC employ the same Blackboard template (also known as the Standard Course Structure or SCS), so that students have consistency in experience and access to the full functionality of Blackboard across all of their courses. This year the SCS has had some updates and this means that you cannot roll courses forward as you might have done in the past. Instead, all Blackboard pages are being activated for you by the VLE team using the new SCS template. **This means that you will only need to populate your Blackboard pages either with new content (for a new course) or by copying content across from an existing course.** This guide provides step by step instructions about how to do this.

Unfortunately, there have been a few delays to the activation of some courses so ***you may need to manually activate your course yourself before populating it.*** This step-by-step document addresses all eventualities, guiding you through the process of ascertaining whether your course has been activated, activating your course (where needed) and populating your 2022/23 Blackboard course with content copied across from 2021/22 (or some other previous year). The operation involves the use of the **Course Copy** feature in Blackboard.



In order to have access to the **Course Copy** feature in Blackboard, you must be enrolled either as **Course Leader** or **eLearning Support** in the **Source Course** (the one that you are copying content from) AND in the **Destination Course** (the course that you want to copy content into – in our case, your 2022/23 course). Our step-by-step guidance will take you through this process, but if you have any problems at any time you can contact the eLearning team for more support [here](#).

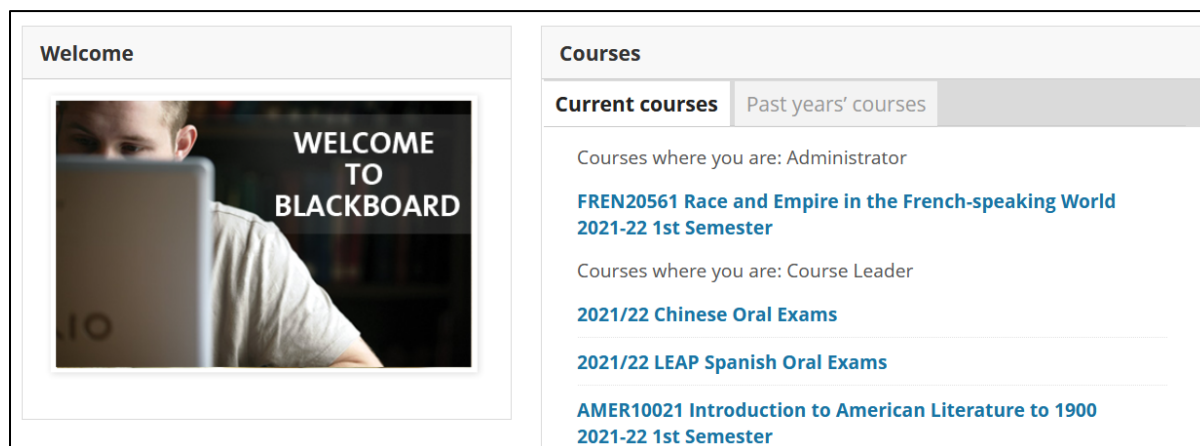
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Step 1: Ascertaining whether your 2022/23 Blackboard has already been activated

We recommend you log into Blackboard Homepage directly using this link: online.manchester.ac.uk

When you log into Blackboard, you should see a home page like the one below:



If your Blackboard course has already been activated for 2022/23 **and** you have been enrolled on the course in Campus Solutions, you will see it in your Current Courses list. If this is the case you can go directly to **Step 3**, below. If it is not there, we recommend you contact your Programme Administrator(s) to confirm that you have been added to the course in Campus Solutions. Once your enrolment is confirmed, you will need to activate it following the instructions under **Step 2**.

Step 2: Activating your Blackboard for 2022/23

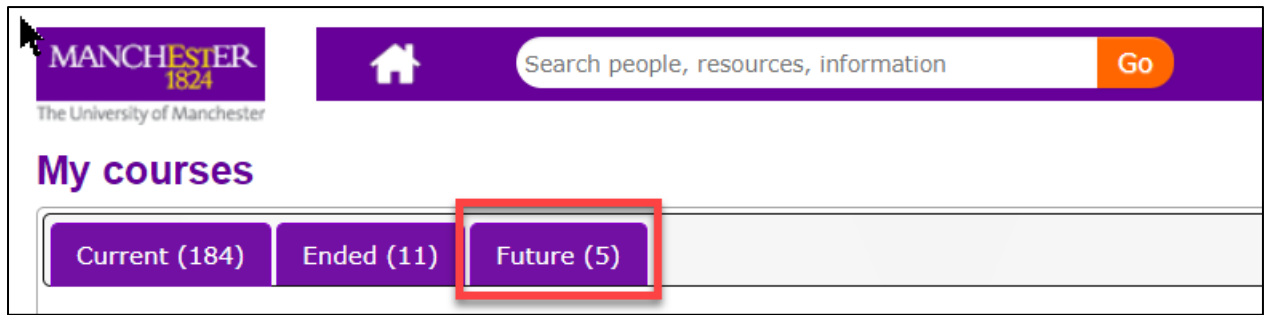
Course unit leads (Primary Instructors) can now activate their Blackboard (Bb) courses for 2022/23. Course Convenors/Coordinators/Directors not teaching on a course can also activate the course. To do so, they should request to be enrolled as **Blackboard Primary Instructor** on the course in Campus Solutions.

** Before you activate your Blackboard course unit(s) make sure that your courses contain no video files uploaded directly to Blackboard. For more information and support see [The Problems with uploading video directly to Blackboard](#)*

Please note that you will only be given the option to use the SALC Standard Course Structure when activating (see below).

How do I activate my Bb course(s)?

1. Log into My Manchester for staff 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 2022/23 courses



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

My courses

Code	Title	Semester	Year	Links
BMAN24111	BMAN24111 Principles of Taxation 2022-23 1st Semester	1st Semester	2022-23	
FREN51011	FREN51011 French Language 1 2022-23 1st Semester	1st Semester	2022-23	
LELA10201	LELA10201 Language, Mind and Brain	1st Semester	2022-23	
LELA62021	LELA62021 Semantics and Pragmatics 2022-23 1st Semester	1st Semester	2022-23	
ULGE51030	ULGE51030 LEAP German 3 2022-23 Full Year	Full Year	2022-23	

Refresh List

7. You will see the dialogue box below showing the **Start Date** and **End Date** of the course as scheduled in Campus Solutions.

Course Information

Course Details

LELA10201 - Language, Mind and Brain

Start Date	September 19, 2022
End Date	January 29, 2023
Year	2022-23
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

Activate this course in Blackboard 9

Blackboard Configuration

close

8. Click on **Activate** to view the availability settings for the course and the template that will be used to activate the course. This will open the Blackboard Configuration options with the Recommended availability settings showing:

Course Information

▶ **Course Details**

▼ **Blackboard Configuration**

ID : I3088-LELA-10201-1221-1SE-029454

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 (11-09-2023) - Recommended ▼

Choose a template to base your new course space on :

SCS SALC ▼

Confirm Activation of this course in Blackboard 9

Click to Confirm Activation

close

Click to Activate if no changes are required to the settings. Your course will become active in Blackboard within a few hours (although it may take up to 24 hours in some cases), and will be available to students from Monday 12 September 2022.

Note about Template used to base your new course:

- This year the only option you will be given is to activate your Bb site using the SALC template (also referred as Standard Course Structure or SALC SCS). By doing this, your course will be following SALC-wide consistent navigation and 'look and feel,' along with student preferences for how information should be presented, e.g., links to careers & employability, study skills and student support. Moreover, these sections will be up to date with the latest advice and links, which may not be the case if you have continuously rolled over in the past. Note that this applies across all courses, whether your course is an existing one, is running for the first time this year, or has a different course code.

9. As course convener, there are other activation options you can choose regarding the **Start of availability**:

Course Information

Course Details

Blackboard Configuration

ID : I3088-LELA-10201-1221-1SE-029454

Start of availability to students option :

1 week before course start date as recorded in Campus Solutions (Recommended)
1 week before course start date as recorded in Campus Solutions (Recommended)
Course start date as recorded in Campus Solutions
Immediately
Not available to students

SCS SALC

Confirm Activation of this course in Blackboard 9

close

... and **End of availability:**

Course Information

Course Details

Blackboard Configuration

ID : I3088-LELA-10201-1221-1SE-029454

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 (11-09-2023) - Recommended
After Summer resit period (11-09-2023) - Recommended
Course end date as recorded in Campus Solutions

SCS SALC

Confirm Activation of this course in Blackboard 9

close

10. Choose the required alternative settings for your course, e.g. if you'd like your Blackboard site to become visible to students on the 1st day of term (i.e. **Monday 19 September 2022**), then choose 'Course start date as recorded in Campus Solutions':

Course Information

▶ **Course Details**

▼ **Blackboard Configuration**

ID : I3088-LELA-10201-1221-1SE-029454

Start of availability to students option :

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

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

Course start date as recorded in Campus Solutions

Immediately

Not available to students

SCS SALC ▼

Confirm Activation of this course in Blackboard 9

close

Then choose the most required end date from the options available, e.g. *Course end date as recorded in Campus Solutions*:

Course Information

Course Details

Blackboard Configuration

ID : I3088-LELA-10201-1221-1SE-029454

Start of availability to students option :

Course start date as recorded in Campus Solutions

End of availability to students option :

Course end date as recorded in Campus Solutions

After Summer resit period (11-09-2023) - Recommended

Course end date as recorded in Campus Solutions

Confirm Activation of this course in Blackboard 9

close

11. Confirm activation.

Course Information

Course Details

Blackboard Configuration

ID : I3088-LELA-10201-1221-1SE-029454

Start of availability to students option :

Course start date as recorded in Campus Solutions

End of availability to students option :

Course end date as recorded in Campus Solutions

Choose a template to base your new course space on :

SCS SALC

Confirm Activation of this course in Blackboard 9

Click to Confirm Activation

close

Your course will become active in Blackboard within a few hours (although it may take up to 24 hours in some cases), and will be available to students as from Monday 19 September 2022.


12. Once activation is complete you can then log into Blackboard (online.manchester.ac.uk) and add content to your 2022/23 course. You will be able to easily copy across any content that you would like to retain from the previous year. See additional guidance below. You can also ask for support for this from the SALC eLearning Team via the [Support Centre](#).

Step 3: Checking you are correctly enrolled

We recommend you log into Blackboard Homepage directly using this link: online.manchester.ac.uk

When you log into Blackboard, you should see a home page like the one below:

Welcome



Courses

Current courses

Past years' courses

Courses where you are: Administrator

[FREN20561 Race and Empire in the French-speaking World 2021-22 1st Semester](#)

Courses where you are: Course Leader


[2021/22 Chinese Oral Exams](#)

[2021/22 LEAP Spanish Oral Exams](#)

[AMER10021 Introduction to American Literature to 1900 2021-22 1st Semester](#)

If your **Source Course** was taught in 2021/22, you will find it in the **Current courses** tab.

Welcome



Courses

Current courses

Past years' courses

Courses where you are: Administrator

[FREN20561 Race and Empire in the French-speaking World 2021-22 1st Semester](#)

Courses where you are: Course Leader

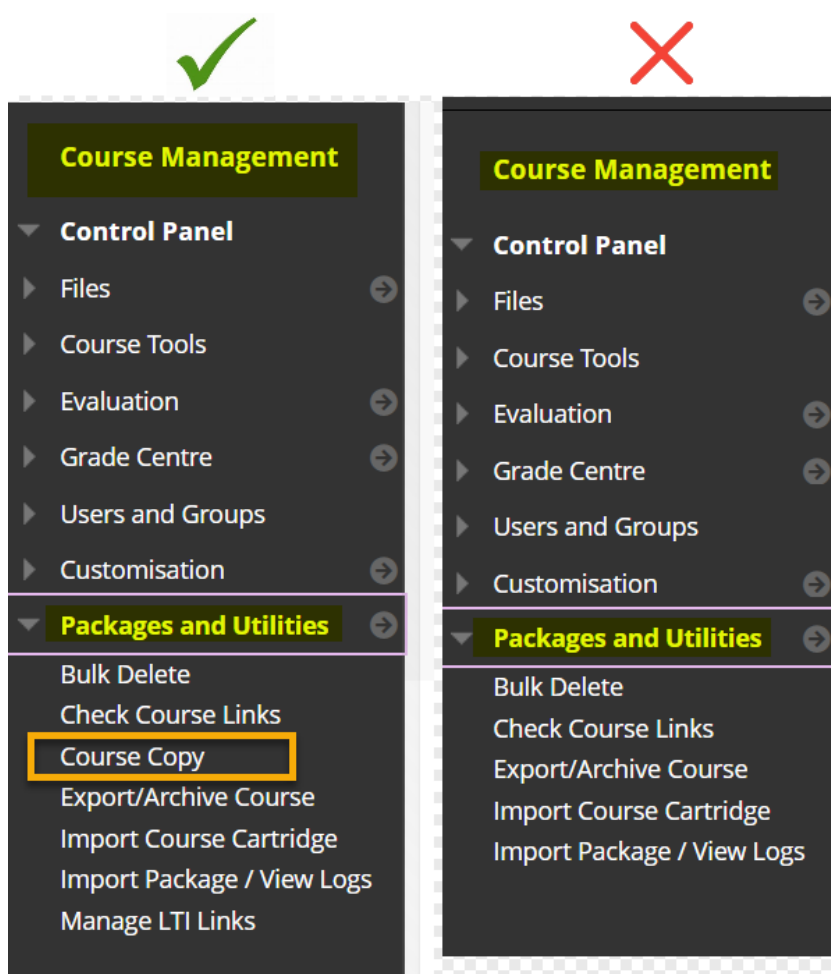
[2021/22 Chinese Oral Exams](#)

[2021/22 LEAP Spanish Oral Exams](#)

[AMER10021 Introduction to American Literature to 1900 2021-22 1st Semester](#)

The **Destination Course** will also be listed in the **Current courses** tab and will be marked *Unavailable*, e.g.

[LELA62021 Semantics and Pragmatics 2022-23 1st Semester](#) (unavailable
- will be available Monday, 12 September 2022)



If you are copying from some other previous year, the course will be listed in the **Past years' courses** tab:

Welcome

Courses

Current courses

Past years' courses

Courses where you are: Course Leader

- [AHVS30612 Magic in Modern and Contemporary Art and Film 2017-18 2nd Semester](#)
- [AHVS33211 Exhibitions that Changed the \(Art\) World 2017-18 1st Semester](#)
- [ARGY10501 Introduction to Archaeological Practice 2016-17 1st Semester](#)
- [ARGY20001 Archaeology Long Essay 2017-18 1st Semester](#)

Getting Ready for Course Copy

We recommend that you check your enrolment status in both courses before you start the copying operation. Go into the course and on the left-hand **Course Management** menu of the course, go down to the **Control Panel** then select **Packages and Utilities**. You should see the **Course Copy** option in the list of actions under the **Packages and Utilities**.

If you do not see the **Course Copy** option, it means that you do not have the appropriate role and will NOT be able to copy from or copy into that course.

If you find yourself in that situation, we recommend that you contact your local Undergraduate or Postgraduate Administration team (as appropriate) and request to be assigned one of the suitable roles (below) in Campus Solutions.

Bb Roles required for Course Copy

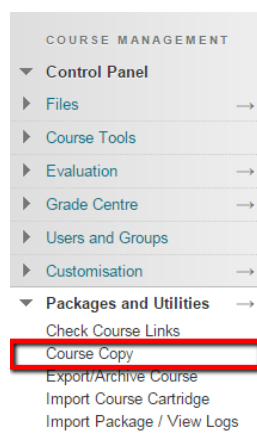
We list below (in brackets) the CS roles to request:

- Course Leader (CS= **Primary Instructor**) [recommended ONLY for Course Owners/Conveners]
- eLearning Support (CS= **Blackboard Primary Instructor / Blackboard Secondary Instructor**)
- Course Builder (CS= **Course Designer**)

Step 4: Copying Entire Course Content Areas

Go into the **2021/22** course (or other previous year course).

On the left hand **Course Management** menu go down to the **Control Panel** then select **Packages and Utilities** and then select **Course Copy**.



You will then be presented with **Copy Course** page where you need to need to (a) fill in the **Destination Course ID** and (b) select the **Course Materials** you want to copy across

Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and manage permission on these files to make copies of them. [More Help](#)

SELECT COPY TYPE

Select Copy Type

Copy Course Materials into an Existing Course ▾

SELECT COPY OPTIONS

* Destination Course ID

Browse...

Select Course Materials

Select All

Unselect All

To fill in the **Destination Course ID**,

- i. Click on **Browse** to open the search window with a list of ALL the courses available to you.

Courses

1 Search by: ☐ Course ID ☐ Instructor ☒ Name/Description

LELA10201

2

3 Search

Created in Last: ☐ All Courses ☐ Month ☐ Day

Page 1 of 24 > >>

COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME	INSTRUCTOR NAME
			mpqsscl mbgssak2 mzjssrm3	Lynas, Claire Kennaugh, Andrew Marks, Robert

Cancel Submit

- ii. Enter the course code e.g. LELA10201 in the box.
- iii. Tick the radio button next to **Name/Description**, then
- iv. Click on **Search**. This will bring up any course(s) matching the course code you entered.

- mftzstgt Roberts, Anne


5 Submit

- SELECT COPY TYPE _____

SELECT COPY OPTIONS

Select Course Materials

SCS SALC



2

COURSE INFORMATION

Course Content

Reading Lists Online

Collaborate Web Room

3

- ASSESSMENT
- Assignment Submission
- Marking Scheme & Criteria
- Academic Malpractice Awareness Course
- My Grades
- Past Exam Papers

4

COURSE RESOURCES

- Lecture Recordings
- My Learning Essentials
- Learning Resources
- Media Resources

5

SUPPORT AND GUIDANCE

- Student Support Services
- Employability & Careers
- eLearning Support
- Staff Contacts
- Staff Area

With the exception of **Welcome Page**, **Noticeboard** and **Course Content**, we strongly recommend that you **do not select any of the other SCS elements** as this will lead to out-of-date content being copied across and multiple copies of the same content appearing in the new course. If you have created materials or added content in these areas, please use the guidance in the section headed **Selectively Copying Course Content Files/Folders**.

When you have selected your course materials, and before you click the final Copy Course **Submit** button, please check again that the **Destination Course ID** is the correct one.

Selecting Content Areas

Select the course components that you want to copy across **into** the new course area.

SELECT COPY OPTIONS

* Destination Course ID

Select Course Materials

☒ Content Areas

Do Not Tick!
All Content Areas will be selected as a result.

☐ Instructor: Copyright advice

☒ Welcome Page

☐ Noticeboard

☒ Course Content

☒ Lecture Slides

☐ Seminar Groups

☐ Assignment Submission

☐ Marking Scheme & Criteria

☐ Academic Malpractice Awareness Course

☐ Past Exam Papers

☐ Lecture Recordings

☐ Learning Resources

☐ Media Resources

☐ Student Support Services

☐ Employability & Careers

☐ eLearning Support

☐ Staff Area

Recommendation:
Do not tick any of these: Use 'Selective Copy' option

☐ Adaptive Release Rules for Content
User criteria will not be captured if enrolments are not included.
Assignment submissions will not be captured if the Grade Centre

If you use tests in your Blackboard space you can also copy these across as part of the main Course Copy operation or as a separate activity. If you want to copy the tests across, scroll down the list of Course Materials and select **Tests, Surveys and Pools**

- ☐ Retention Centre Rules
- ☐ Rubrics
- ☐ Settings
 - ☐ Banner Image
 - ☐ Course Guest Access
 - ☐ Course Observer Access
 - ☐ Enrolment Options
 - ☐ Language Pack
 - ☐ Navigation Settings
- ☐ Tasks
- ☒ Tests, Surveys and Pools
- ☐ Wikis

FILE ATTACHMENTS

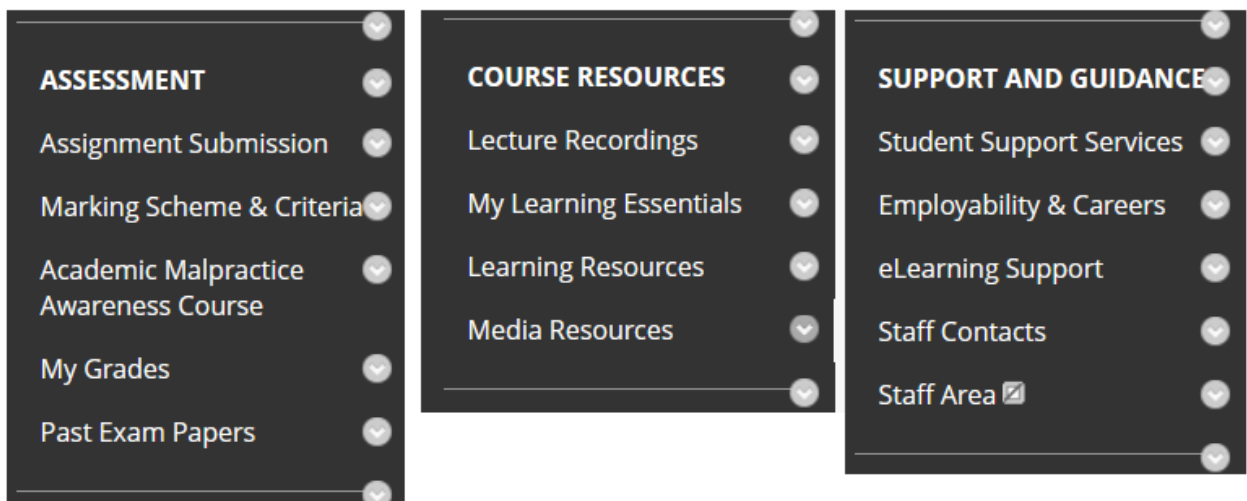
Check everything and when you are ready, click **'Submit'**.

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.

Important Note: When you copy Tests into a new/different course you will have to deploy these again, i.e. set up links to the tests in the respective Course areas. The Course Copy operation only copies the Test(s) into the Test Canvas of the **Destination Course** which students do not have access to. When you deploy the test in a Course area, you create a link to the test so that students can access it (see Deploying Bb Tests).

Selectively Copying Course Content Files/Folders

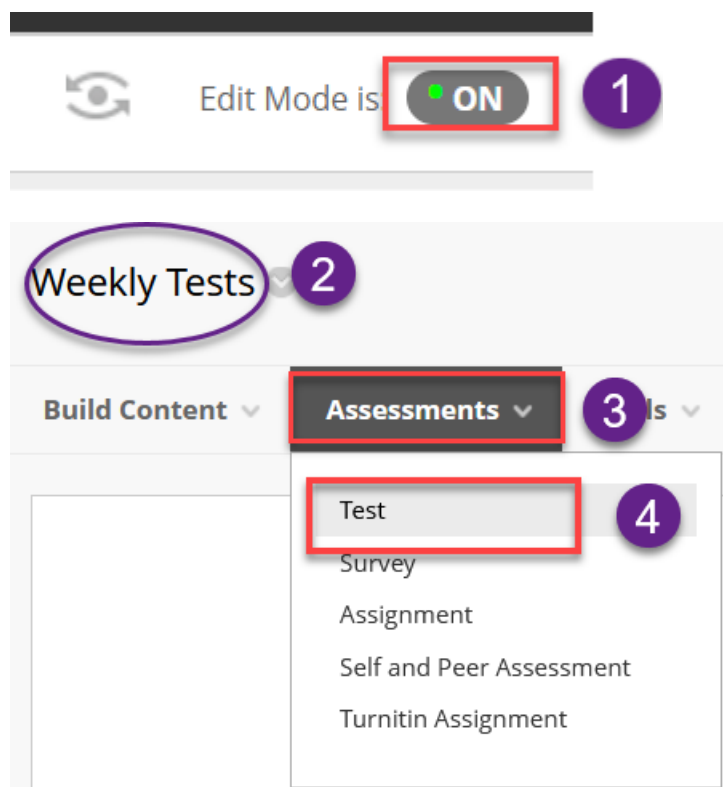
If you have added content in your **Source Course** to any of the SCS areas below, we recommend that you copy the content individually into the **Destination Course**:



Step 5 - Deploying Tests

When you create a Bb Test, you need to **deploy** it in order for students to access and take it. The same applies to tests copied over using the **Course Copy** function. To deploy the test:

Ensure **Edit Mode** is **ON**. Navigate to the content area where the test will be located. Select **Assessments** to access the drop-down menu, then select **Test**.



This will open the **ADD TEST** page and in the **Select Test Below** section, you will see a list of all the tests that have not yet been deployed.

ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test

Create

Add an Existing Test

-- Select Test Below --
Property Law Mock Test 2020-21
LAWS20900_LAWS30990_MCT_JAN2020
Archaeology Excavation Principles

Select the test you want to deploy from the list, then **Submit**.

Note: Each test can be added only once to a specific Content Area, Learning Module, Lesson Plan, or folder. This means that when you go to deploy a test, only the ones that have not yet been deployed will be appear under **Select Test Below**.

You will now be presented with the **Test Options** page where you manage the test availability and other options.

Success: Archaeology Excavation Principles created.

Test Options

Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)

* Indicates a required field.

TEST INFORMATION

* Name

Choose Colour of Name



Black

Click **Submit** to edit options for this test. Click **Cancel** to quit.

Test Options when deploying tests

If you are not familiar with the various test options, we recommend you consult the following Blackboard Learn resource:

https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Test_and_Survey_Options

If you will be using tests for summative assessment, we recommend that you visit our eLearning support page and follow the Faculty [Guidance on Summative Bb Tests \(Mid-term of Final exams\)](#). We also have a screencast which guides you through deploying your test and shows the recommended test options for summative assessment: [Deploying a test and recommended Test Options](#)

Step 6 - Tidying up your new course



1. After copying over content you might find this a good opportunity to review how the content is structured and remove old content which is no longer relevant. [This handy document](#) also provides a checklist of things you can do to tidy up your Blackboard course after activation.
2. When you copy content into a Blackboard course, the course menu link to the content will be placed at the bottom of existing links if a link with the same name does not already exist (e.g. *Lectures*). In the case where the **Destination Course** (in this case your newly-activated 2022/23 course) has a content area link with the same name as one that you are copying across (e.g. *Course Content*), the content copied over will be **appended** to any existing content in the **Destination Course**.

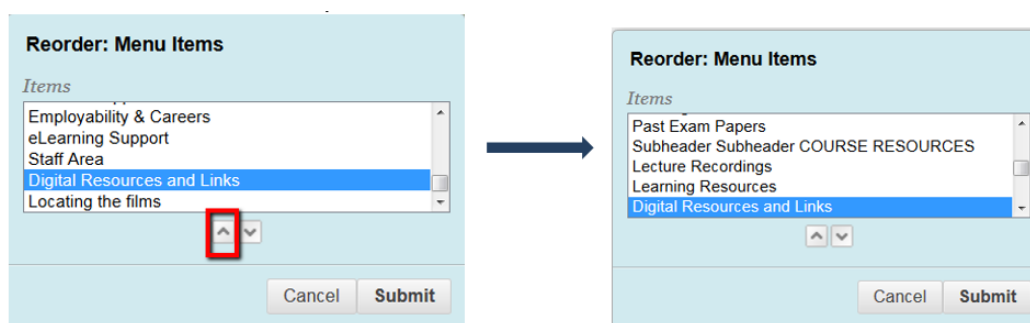
Moving Content Around Within Your Blackboard Course (Edit Mode = “ON”)

To re-order the course menu links, 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.

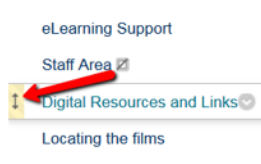



- ii. Select the item you want to move and use the up  or down arrow  to move the item to the desired location. For example:



Or:

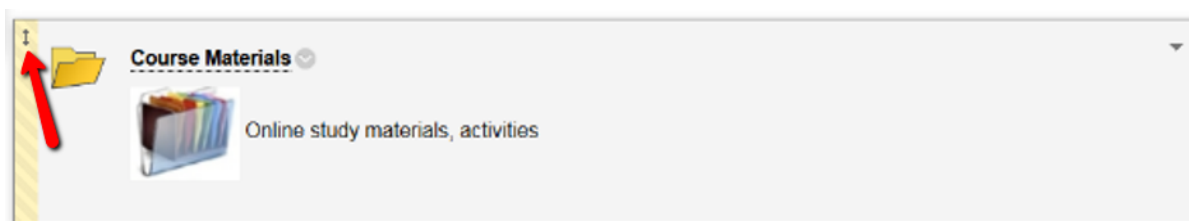
Hover your mouse over the item so that the pointer displays the handle on the left-hand side of the item.



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.

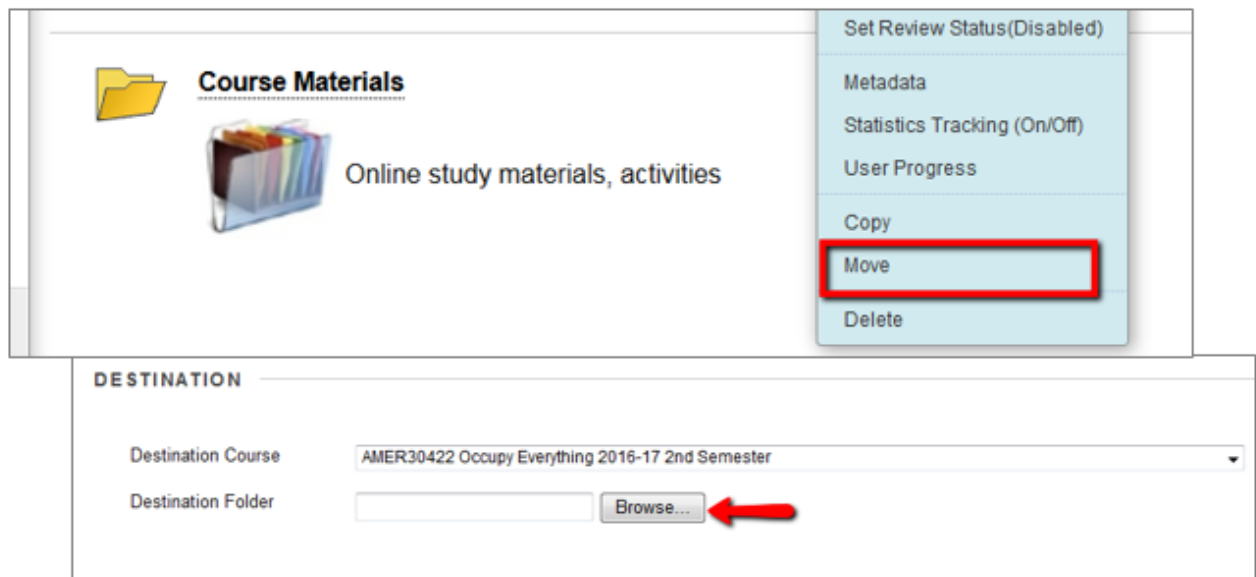
Moving Content Around Within Your Blackboard Course (Edit Mode = "ON")

1. 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.

2. 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).
3. 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 www.itservices.manchester.ac.uk/help/elearning.

Further information

If you would like any further help, support or suggestions about how to develop your 2022/23 Blackboard pages please don't hesitate to get in touch with the eLearning team for more support [here](#). In addition, 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.