

Activating your Blackboard courses for 2024-25

Introduction

Course Unit leads (enrolled in Campus Solutions as **Primary Instructor**) can now activate their Blackboard (Bb) courses for 2024-25. 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.

This guide provides step-by-step instructions about how to Activate a new or existing course and how to copy content from an existing course into a 2024-25 course.

The document addresses all eventualities, guiding you through the process of ascertaining whether your course has been activated, activating your course and populating your 2024-25 Blackboard course with content copied across from 2023/24 (or some other previous year). You may need to use the [Course Copy](#) feature in Blackboard.

Contents

Step 1: What You Need to Consider Before Activation.....	2
Step 2: How Do I Activate My Bb Course(s)?	3
Further information	9

Step 1: What You Need to Consider Before Activation

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

Scenario	Options
2024-25 Course Code is same as that of 2023-24 (or previous year content being used) e.g.: 2023-24 and 2024-25 = EDUC30211	<p>(a) If copying everything into the 2024-25 course (= Roll over / Roll forward): Select the 2023-24 course ID or the corresponding ID of a previous year course, then Activate</p> <p>(b) If copying only selected content into the 2024-25 course (= Course Copy): Select your School SCS template, then Activate and follow this up with Course Copy.</p>
2024-25 Course Code is different from that of 2023-24 (or previous year content being used), e.g.: 2023-24 = CAHE20211 2024-25 = CAHE20212	<p>Activate your course for this year using your School SCS template.</p> <p>Once activated, copy material from an existing course into this new space, and add any new material using the Course Copy guide (click link to access document).</p>
2024-25 course is new (running for the 1 st time)	<p>Activate your course for this year using your School template (e.g. 'SCS SEED').</p> <p>Build from scratch in Blackboard</p>

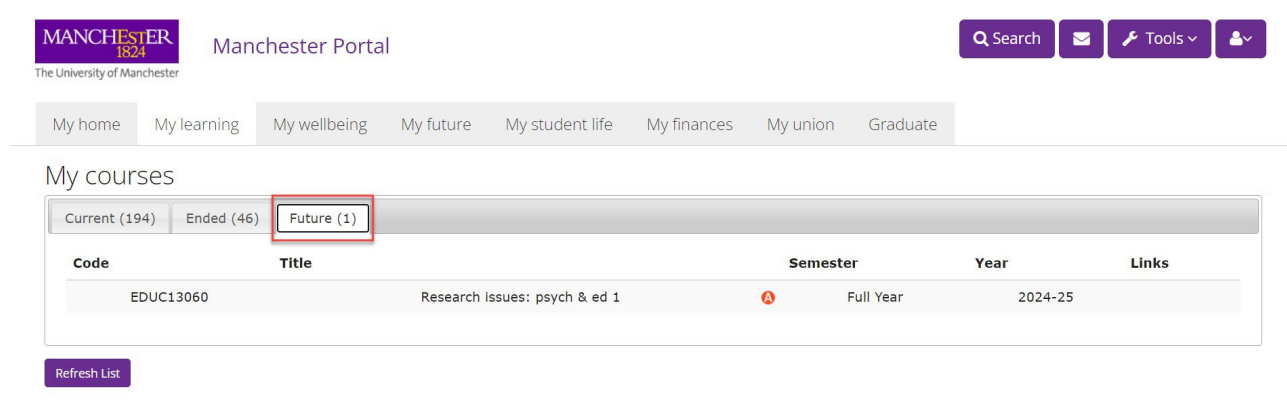


Please note that 2024-25 will be the **final year** that students will access your course using Blackboard.

For 2025-26 Canvas will be the new platform for course content. In readiness for the move from Blackboard to Canvas, we recommend following the advice on the [Canvas Readiness support page](#), 'Canvas: What you can do to prepare'. This includes advice on a **Blackboard Spring Clean** and adding **Alt (Alternative) text to images in Blackboard**.

Step 2: How Do I Activate My Bb Course(s)?

1. Access the My Courses portal: <https://portal.manchester.ac.uk/uPortal/p/my-courses>
2. Click on the 'Future' tab to see your 2024-25 courses



MANCHESTER 1824 The University of Manchester Manchester Portal

Search Mail Tools User

My home My learning My wellbeing My future My student life My finances My union Graduate

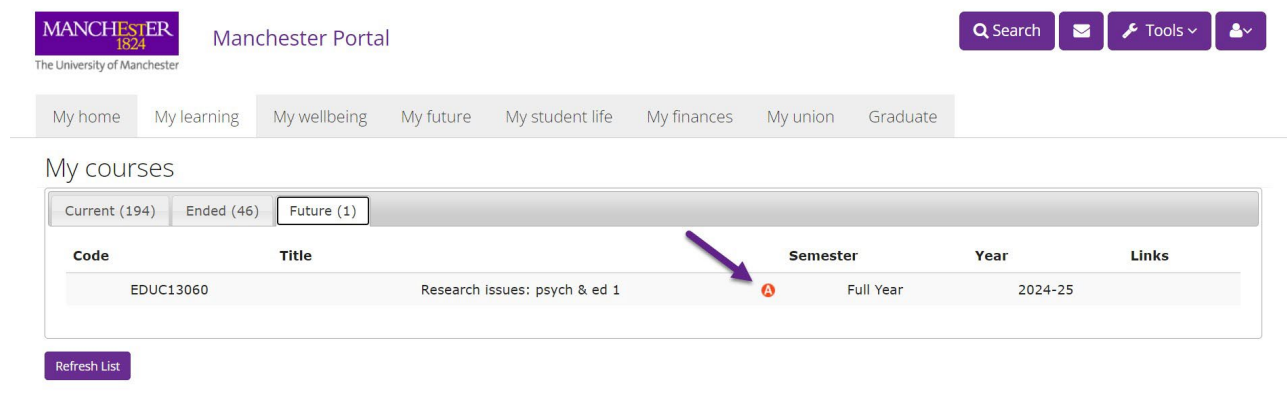
My courses

Current (194) Ended (46) **Future (1)**

Code	Title	Semester	Year	Links
EDUC13060	Research Issues: psych & ed 1	A Full Year	2024-25	

Refresh List

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



MANCHESTER 1824 The University of Manchester Manchester Portal

Search Mail Tools User

My home My learning My wellbeing My future My student life My finances My union Graduate

My courses

Current (194) Ended (46) Future (1)

Code	Title	Semester	Year	Links
EDUC13060	Research Issues: psych & ed 1	A Full Year	2024-25	

Refresh List

4. 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

EDUC13060 - Research issues: psych & ed 1

Start Date September 16, 2024
End Date June 6, 2025
Year 2024-25
Semester Full Year

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

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

Blackboard Configuration

5. If your course has not been activated, you will see the message above: “This course is NOT ACTIVATED, Activate this course in Blackboard 9”. 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.

6. From **Choose a template to base your new course space on**, select either:

- Standard Course Structure (SCS) – YOUR SCHOOL
- **Previous version of Course** to copy its material into the course you are activating

Course Information

Course Details

Blackboard Configuration

ID : I3028-EDUC-13060-1241-1YR-039098

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

End of availability to students option :
After Summer resit period (11-09-2025) -Recommended ▾

Choose a template to base your new course space on :

SCS SEED ▾

Standard Templates

SCS SEED

TEMPLATE-I1000 UoM template

Previous version of Course

I3028-EDUC-13060-1231-1YR-039098

I3028-EDUC-13060-1221-1YR-039098

I3028-EDUC-13060-1211-1YR-039098

I3028-EDUC-13060-1201-1YR-039098

I3028-EDUC-13060-1191-1YR-039098

I3028-EDUC-13060-1181-1YR-039098

2023-24

2022-23

2021-22

ard 9

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 9 September 2025.

Course Information

Course Details

Blackboard Configuration

ID : I3028-EDUC-13060-1241-1YR-039098

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 (11-09-2025) -Recommended ▾

Choose a template to base your new course space on :

SCS SEED ▾

Confirm Activation of this course in Blackboard 9

Click to confirm Activation

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

Course Information

Course Details

Blackboard Configuration

ID : I3028-EDUC-13060-1241-1YR-039098

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 SEED ▾

Confirm Activation of this course in Blackboard 9

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

Course Information

Course Details

Blackboard Configuration

ID : I3028-EDUC-13060-1241-1YR-039098

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 (11-09-2025) -Recommended ▾
After Summer resit period (11-09-2025) -Recommended
Course end date as recorded in Campus Solutions
SCS SEED ▾

Confirm Activation of this course in Blackboard 9

9. 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, then choose 'Course start date as recorded in Campus Solutions':

Course Information

Course Details

Blackboard Configuration

ID : I3028-EDUC-13060-1241-1YR-039098

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 SEED ▾

Confirm Activation of this course in Blackboard 9

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 : I3028-EDUC-13060-1241-1YR-039098

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 (11-09-2025) -Recommended
Course end date as recorded in Campus Solutions

Confirm Activation of this course in Blackboard 9

10. From **Choose a template to base your new course space on**, select either:

- Standard Course Structure (SCS) – YOUR SCHOOL
- **Previous version of Course** to copy its material into the course you are activating.

Course Information

Course Details

Blackboard Configuration

ID : I3028-EDUC-13060-1241-1YR-039098

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 SEED
Standard Templates
SCS SEED
TEMPLATE-I1000 UoM template
Previous version of Course
I3028-EDUC-13060-1231-1YR-039098
I3028-EDUC-13060-1221-1YR-039098
I3028-EDUC-13060-1211-1YR-039098
I3028-EDUC-13060-1201-1YR-039098
I3028-EDUC-13060-1191-1YR-039098
I3028-EDUC-13060-1181-1YR-039098

11. Confirm Activation

Course Information

Course Details

Blackboard Configuration

ID : I3028-EDUC-13060-1241-1YR-039098

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 SEED

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 from Monday 9 September 2025.

Once activation is complete you can then log into Blackboard (online.manchester.ac.uk) and add content to your 2024-25 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](#).

Below is a link to a document that guides you through the **course copy** process:

[72991 All Schools Blackboard Course Copy 2024-5.doc](#)

Further information

If you would like any further help, support or suggestions about how to develop your 2024-25 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 following [Humanities Teaching Academy](#) websites:

- [Teaching Online - Guidance for online and blended teaching](#)
- [What works in teaching: Ideas and resources to enhance your teaching](#)
- [Good Practice Library](#)