How to Create a REAL Course

Browser Recommendation:

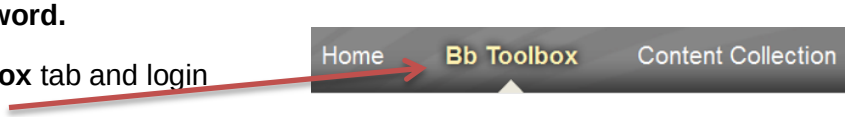
Use Firefox or Chrome on both Macintosh and Windows computers. There are known issues with Safari and Internet Explorer. Please let your students know the recommended browsers.

Vocabulary:

Bb Toolbox	The Bb Toolbox is unique to BSU and provides tools for creating courses, communities and XT accounts.
Development Course	A practice site for creating and modifying your course.
Combine Course	This option is used if you are teaching more than one section of the same course.
Copy Content	Allows you to select a development course from the list and copy the content to a new course.

Steps for copying your development course into a "real" course:

- ☐ **Login** to Blackboard with your **BSU Username and Password.**
- ☐ Click on the **Bb Toolbox** tab and login again if needed.



- ☐ Click on the **Courses** tab.
- ☐ Click on **Create New Course** and select **Ball State.**
- ☐ **Select** your course.
- ☐ Scroll to the bottom of the page and **click continue.**
- ☐ **You will skip this step.** On the second screen, you will be presented with another list of classes that you combine into your Bb site. These are any other courses where you are listed as the lead instructor. DON'T combine with the course you are creating. **DON'T SELECT ANY COURSE AT THIS TIME.**
- ☐ Scroll to the bottom and **click continue.**
- ☐ On the **Copy Content** screen, choose your development course from the drop down list. If it does not appear in the drop down list, you can copy and paste the name of the development course into the blank area.
- ☐ Click **Finish**.
- ☐ Your course will be available in the My Courses module of the Blackboard home page in about one hour.