Creating Blackboard Courses Using MyCSI

Starting in Summer 2014, the old Blackboard course creation tool (WebTools), has been replaced with the new Blackboard Course Management tool. To access the tool and create your Blackboard courses, please login to MyCSI at mycsi.csi.edu and follow the steps outlined below.

Please note that the following actions will only affect your courses in Blackboard; they will NOT affect courses in Jenzabar.

Accessing the Blackboard Course Manager on MyCSI

1. Click on the Faculty tab
2. Click on the Blackboard Course Management link as shown below:

3. On the next screen, make sure that the correct semester is shown in the Semester Displayed box. If not, select the desired semester from the drop-down list.
Creating a new Blackboard Course

4. You are now ready to create your Blackboard course. Click the **Create Blackboard Course** drop-down that is next to the first Jenzabar course section that you want to create a Blackboard course for, and select a desired option to create the course as shown below:
   a. Select *From Scratch* if you want to create a blank course.
   b. Select any of the listed existing courses to use it as a **template** for your new course (the course content will be copied into your new course).

5. What you do next will depend on what your needs are. There are three possible scenarios:
   a. You want to make a Blackboard course for a **single** Jenzabar course section.
   b. You want to make one Blackboard course that will share enrollment from **several different sections** of the same Jenzabar course.
   c. You want to make one Blackboard course that will share enrollment from **several completely different** Jenzabar courses.

5a. Creating a Blackboard Course for a single Jenzabar Course Section

**IF YOU ARE ONLY TEACHING ONE SECTION OF A COURSE, OR IF YOU WANT TO CREATE A SEPARATE COURSE FOR EACH OF YOUR SECTIONS**, then simply click the **Create Course** button next to the selected course.
5b. Creating one Blackboard Course for multiple Jenzabar Course Sections (within the same Jenzabar Course)

IF YOU WANT TO COMBINE MULTIPLE SECTIONS of the same course in one Blackboard course, you have to select the **Combine this Jenzabar Course into the new Blackboard Course** checkbox next to the additional course sections and then click **Create Course** as shown below:

![Blackboard Course Manager](image1.png)

1. Select the check box to combine sections of the same courses
2. Click Create Course when finished

5c. Creating one Blackboard Course for multiple different Jenzabar Courses

IF YOU WANT TO COMBINE TWO OR MORE DIFFERENT COURSES (for example, BIOL 200 C02, BIOL 221L C02 and BIOL 221L C04) into one Blackboard course, select **I want to combine multiple Jenzabar Courses into one Blackboard Course**, then select courses to combine, and then click **Create Course**.

![Blackboard Course Manager](image2.png)

1. Select this check box to combine different courses and their sections into one Bb course
2. Enrollment will be merged in Blackboard with BIOL 200 C02
3. Click Create Course when finished
Once You Have Created the Blackboard Course

6. Regardless of whether the course was created for one Jenzabar course section or multiple, you will get a screen which shows you which courses are submitted for creation and what the name of the new course is:

<table>
<thead>
<tr>
<th>Jenzabar Course</th>
<th>Lead Instructor</th>
<th>Course Title</th>
<th>Blackboard Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIDL 200 C02</td>
<td>Kathy Clark</td>
<td>Independent Study Intro Micro Lab</td>
<td>BIDL_200_C02-2221L_C02-C04_C02 Fall 2014 (queued 7/3/2014 2:10:55 PM)</td>
</tr>
<tr>
<td>BILD 221 C01A</td>
<td>Kathy Clark</td>
<td>Introductory Microbiology</td>
<td>BIDL_221_C01A-C02A-250_C01 Fall 2014 (queued 7/3/2014 12:11:03 PM)</td>
</tr>
<tr>
<td>BILD 221 C02A</td>
<td>Kathy Clark</td>
<td>Introductory Microbiology</td>
<td>BIDL_221_C01A-C02A-250_C01 Fall 2014 (queued 7/3/2014 12:11:03 PM)</td>
</tr>
<tr>
<td>BILD 221L C02</td>
<td>Kathy Clark</td>
<td>Introductory Microbiology Lab</td>
<td>BILD_200_C02-2221L_C02-C04 Fall 2014 (queued 7/3/2014 2:10:55 PM)</td>
</tr>
<tr>
<td>BILD 221L C04</td>
<td>Kathy Clark</td>
<td>Introductory Microbiology Lab</td>
<td>BILD_200_C02-2221L_C02-C04 Fall 2014 (queued 7/3/2014 2:10:55 PM)</td>
</tr>
<tr>
<td>BILD 250 C01</td>
<td>Kathy Clark</td>
<td>General Microbiology</td>
<td>BILD_221_C01A-C02A-250_C01 Fall 2014 (queued 7/3/2014 12:11:03 PM)</td>
</tr>
<tr>
<td>BILD 250L C01</td>
<td>Kathy Clark</td>
<td>General Microbiology Lab</td>
<td>Create Blackboard Course...</td>
</tr>
</tbody>
</table>

**Important:** Courses will not be created in Blackboard until you click the "Create Course" button. Courses are now created on-demand rather than on an hourly schedule, but it is not always instantaneous. Please allow a couple of minutes or more for course creation, especially during periods of increased activity (e.g. - Inservice week). You can refresh this portlet to check the status of the course.

**Double-check your selections before clicking the "Create Course" button.** There is no "Undo." Once a course is created in Blackboard you will not be able to use this tool to change your settings; you will have to [contact the Helpdesk](#) to make changes to the course.