Questrom ITS
Creating Blackboard Courses

Create a Blackboard Course Using Existing Blackboard Course Content. Use these steps for copying course content from one course site to another, or to create a blank course site. The faculty on record will need to request the creation of the site.

1. Go to **Faculty Link: bu.edu/link**
- Select **"Faculty"**
- Select **"Create Blackboard Site"**

2. Select **"Change Sem"** to access the list of courses for the upcoming semester.

3. Select **"Create Site"** next to the course you wish to create.

4. Select the course from which you would like to copy content.
   - **Select the "QST Template"** (Last Option) if you would like to use the course template. You will build/add new content.
   - Select **"Create Site."** Note: Copying your course will duplicate your course including Announcements, Graded Items, etc.
   - **NOTE:** "Create a Blank Site" will create a Blackboard Original course, not one in Ultra

5.   You will get a confirmation that your course is qued to be created. You will get an email once your couse is ready to edit.
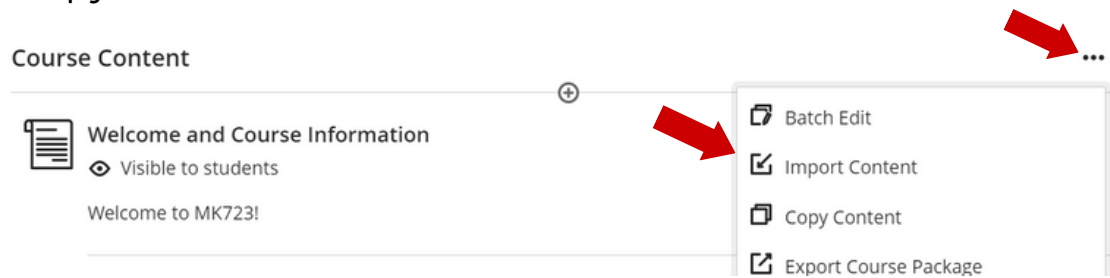
Copy Select Content to Course

If you would like to copy select content:

- Select the "**QST Template**."
- In the new course site, select the three dots on the top right
- Select "**Copy Content**." Check any select content you wish to copy.

Select items from whole modules/ folders, down to individual items.