

# 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"

The screenshot shows the 'Faculty Link' page with a navigation menu. Under the 'Instructor's Tools' section, the 'Create Blackboard Site' link is highlighted with a red arrow pointing to it.

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

The screenshot shows the 'INSTRUCTOR'S CLASSES' page. The 'Change Sem' link is highlighted with a red arrow. Below the link, there are instructions: 'No classes available for current semester. Change semester to view classes in other semesters.' and 'Click on 'Create Site' under the Create Blackboard column to create a blackboard site.'

### INSTRUCTOR'S CLASSES - CHANGE SEMESTER

- Select a semester to view classes for that term.
- A Semester is shown only if you taught a class during the semester.

Semester  
 Spring 2023  
 Fall 2022  
 Fall 2021  
 Fall 2020  
 Fall 2019  
 Fall 2018  
 Fall 2017  
 Fall 2016  
 Fall 2015  
 Fall 2014  
 Fall 2013  
 Spring 2013  
 Spring 2012  
 Spring 2011  
 Spring 2010

Title Enro  
 Class /Instructor /Lim  
 -- No classes for semest

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

### INSTRUCTOR'S CLASSES

- Semester: Spring 2023 graph sem | change sem
- Click on a class to view student list and management functions.
- Combine lists by marking multiple classes and pressing the List button.
- Click on 'Create Site' under the Create Blackboard column to create a blackboard site for the course.

| List                     | Class        | Title /Instructor | Enroll /Limit | Type        | Room    | Day | Start  | Stop   | Notes   | Click to Create Blackboard Create Site |
|--------------------------|--------------|-------------------|---------------|-------------|---------|-----|--------|--------|---|--|
| <input type="checkbox"/> | QST HM820 E1 |                   | 47 /55        | Independent | HAR 406 | Wed | 6:30pm | 9:15pm |   | Create Site                            |
| <input type="checkbox"/> | QST PL730 X1 |                   | 21 /55        | Independent | HAR 211 | Tue | 6:30pm | 9:15pm | Reserved for 1st year PEMBA Cohort only, Class Closed | Create Site                            |

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## Copying Content to a Course Site

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

- Selecting the "Create blank site" button will create a new Blackboard Learn site that has no content.
- Otherwise please choose from the live or archived sites from previous semesters listed. All materials will be copied into your new site.

Create Site

Create a blank site

QST PL727 B1 , PL727 B1 Organizations, Markets, and Society (Fall 2022) , Fall 22

QST PL727 A1 , PL727 A1 Organizations, Markets, and Society (Fall 2022) , Fall 22

QST PL727 C1 , PL727 C1 Organizations, Markets, and Society (Fall 2022) , Fall 22

QST PL727 C1 , PL727 C1 Organizations, Markets, and Society (Fall 2021) , Fall 21

QST PL727 A1 , PL727 A1 Organizations, Markets, and Society (Fall 2021) , Fall 21

QST PL727 B1 , PL727 B1 Organizations, Markets, and Society (Fall 2021) , Fall 21

QST MK999 A1 , QST Template - Ultra , Fall 21

Create Site

5. You will get a confirmation that your course is queued to be created. You will get an email once your course is ready to edit.

### Blackboard Learn @BU

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The Blackboard Learn site **PL730 X1 Economics and Management Decisions (Spring 2023)** for the **Spring 2023** semester/term has been queued to be created.

**You will receive an automated email receipt that the site creation has been queued. The automated process should be completed in 2 hours or less.**

Please note that you will have to make your site "available" in order for the enrolled students to access the materials. Until then the site will be only accessible to you and other instructors or TAs.

To make the course site "available" to students please follow these steps:

1. In the Control Panel, click "Customization" then "Properties".
2. Under Option #3 "Set Availability", select "Yes".
3. Click "Submit" button.

Once these steps are completed, enrolled students will be able to see the course in their course list and access the materials.

If you have any comments or concerns, please contact the IS&T IT Help Center

Web: <http://www.bu.edu/help/tech/learn/>

E-mail: [ithelp@bu.edu](mailto:ithelp@bu.edu)

Phone: 617-353-HELP (4357)

Thank you,  
Information Services & Technology  
Boston University

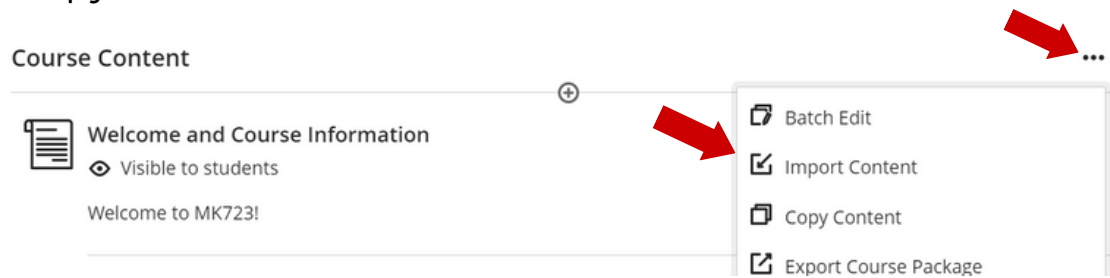


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## Copy Select Content to Course

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.

