

The Blackboard Course Wizard

The Blackboard Wizard is a tool for Case instructors to use in creating Blackboard course sites for their university classes. The Wizard enables instructors to create new, empty course sites and to fill them with enrolled students. The Wizard also lets instructors add cross-listings, multiple sections, and other courses. Instructors can remove course sections, cross-listings and individuals, and can reuse Blackboard course sites with the help of the Wizard.

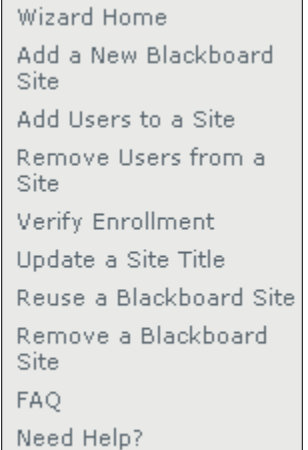
Logging into the Blackboard Wizard:

You can reach the new Blackboard Wizard at <http://www.cwru.edu/its/itac/BBWizard/index.htm>. Log in using your Case network ID and password.

Adding a New Blackboard Site

You can only create a new Blackboard site using the Registrar's data for an official university course.

- Select "**Add a New Blackboard Site**" from the side menu.
- Choose the semester in which you are teaching the course and select **Next**. Choose the course that you wish to create a site for, and select **Next**. You can change your selection at any time by clicking on **Make a different selection**.
- If a Blackboard site already exists for the university course in question, the system will request confirmation that you want to create another site for the course. Select the **Yes** button to create another course, or **No** to return to the first site-addition screen.
- You will be asked to make changes to the course site title if desired. By default, the site title will be the Subject Number and description of the selected course. (For example, MATH 121: CALC FOR SCIENCE & ENGR) You can append a note to the course title indicating the semester, the instructor's name, or specific section of the course.
- The last thing needed before you can create a new Blackboard course site is a Site ID, a unique identifier for each Blackboard course site. The Wizard suggests a site ID based on the course subject and number and your Case ID, but you can select your own. A site ID cannot have more than 50 characters, must contain no spaces, and cannot use control characters (see the Wizard for examples.)
- Once you have selected your site ID, a confirmation box will appear, showing all of the course site information. Verify the information and select the **Create Site** button to create the site.
- Once the site is created, you will be offered the option to add individual users to the site, add other course sections (or cross-listed course sections), or create another Blackboard site for a different course.

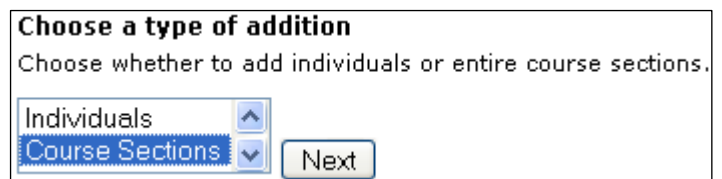


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Adding Users to your Blackboard Site

You can use this tool to add enrolled students (by adding entire course sections), or to add individual TAs, Instructors, Course Builder, Guests, or non-enrolled students to the Blackboard course site.

- Select "**Add Users to a Site**" from the side menu
- Choose the Blackboard course site to which you want to add users and select **Next**.
- The next screen offers the choice of adding either individuals or course sections to the site. If you wish to add individuals as TAs, Instructors, or other roles, select **Individuals**. If you want to add cross-listings or other courses to the Blackboard site, select **Course Sections**. Click **Next** to continue.




Choose a type of addition
Choose whether to add individuals or entire course sections.

Individuals
Course Sections

Next

- Adding individuals:
 - For each individual you would like to add to the Blackboard course site, enter their Case ID (e.g. abc123) and the role you would like to assign to them; TA is the default setting, but Instructor, Course

Builder, Grader, Student, and Guest are also options. You can add up to 10 individuals at once. Once you have entered the IDs and roles, click the **Add Users** button to add them.

Network ID	Role
	TA 

- Adding Course Sections
 - If you have multiple courses, sections of courses, or cross-listings you would like to add to your Blackboard course site, you can do so. In the **Choose a Semester** menu, you must select the semester in which the course is being taught. Next, select the course section that you would like to add to the Blackboard site and confirm by clicking the **Add Course** button.
- If at any point in this process, you want to make another selection, you can do so by clicking on the “Make a Different Selection” link.

Removing Users from your Blackboard Site

You can use this tool to remove groups of enrolled students (by removing course sections), or to remove individual TAs, Instructors, Course Builder, Guests, or non-enrolled students from the Blackboard course site.

- Select “**Remove Users from a Site**” from the side menu
- Choose the Blackboard course site from which you want to remove users and select **Next**.
- The next screen offers the choice of removing either individuals or course sections from the site. If you wish to remove individual users (such as TAs, Instructors, or non-registered students) select **Individuals**. If you want to remove cross-listings or other courses from the Blackboard site, select **Course Sections**. Click **Next** to continue.
- Removing individuals:
 - A list of all users will appear. Check the boxes next to the user(s)’s names to select them and click the **Remove Users** button. Be aware that this removal cannot be undone and will result in the deletion of any gradebook entries.
- Removing Course Sections
 - From the drop-down list, choose the course section you want to remove and click **Next**. Confirm the removal of the course section by clicking the **Remove Course** button.
- If at any point in this process, you want to make another selection, you can do so by clicking on the “**Make a Different Selection**” link.

WARNING: this will permanently delete all Blackboard data specific to this course site and the selected students, particularly gradebook entries.



Verifying your course enrollment

If you want to compare the enrollments of your Blackboard course site and your related university courses, you can do so here.

- Select “**Verify Enrollment**” from the side menu
- Choose the Blackboard course site you would like to check, and click **Next**.
- The next screen shows any discrepancies in enrollment between your Blackboard course site and the Registrar’s enrollment list for the associated course(s).
 - If you have students in your Blackboard site who are not enrolled in the university course, they will be listed by name and Case network ID, along with a link to the “remove users” tool in the Wizard
 - If your Blackboard course site and university course enrollments are the same, the page will simply show two messages: “all students enrolled in the University course are also in this Blackboard site” and “all students enrolled in this Blackboard site are also enrolled in the University course.”
 - If you have students enrolled in the University course who are not yet enrolled in Blackboard, they will be listed by name and Case network ID. They will be automatically added to the course the following morning as Blackboard updates its enrollment information. If one of these students requires immediate

access to the Blackboard site, you can add him or her manually, using the “Add users to a site” option in the Wizard or the “Enroll User” option of the course Control Panel.

Editing your course title

The course site title is taken from the Registrar’s database, and will always contain the subject, course number, and brief description that the Registrar’s office has on file. You can edit your course title to add information about the current semester, the instructor’s name, the section, or any distinguishing information you consider important. This information will appear in parentheses following the main title information.

- To make changes to your site title, select “**Update a Site Title**” from the side menu.
- From the list, you must choose the course site you would like to update. Click **Next**.
- If you are working with a cross-listed course, this area will also allow you to select another course listing or section from which to use the title. If you would like to use another course title that is not appearing as an option, you must add that course to the site by selecting “**Add that course to this site.**”
- Once you have selected the course title you would like to use, you may append text to the title, or edit text you have already added. Anything entered in the “extra title text” box will appear in parentheses following the course site title. (This includes blank spaces or non-Ascii characters.)
- Click **Update Title** to make the changes.

Reusing your Blackboard Site

You can reuse a Blackboard site from one semester to another by following the steps in the Wizard that are listed under “**Reuse a Blackboard Site.**”

1. Make the course site unavailable, removing it from the current students’ view. This must be done through the course control panel.
2. Remove the existing course sections and individuals (such as students and TAs.) using the **Remove Users** tool.
3. Add enrolled students and other individuals to the site. To add all enrolled students, use the **Add Users** tool and select “**Course Sections.**” Then select the appropriate semester and course sections to add. To enroll individuals, select “**Individuals**” and enter their Case IDs and course site roles.
4. Modify the site content within the Blackboard course site itself. Use the Control Panel to access the course areas and add/remove documents.

If you wish to copy content from one course site to another, this can be accomplished through the course Control Panel.

Removing a Blackboard Site

If you want to remove a Blackboard course site, you can do so through the Course Wizard. You may choose to do so if you are not going to teach the course again, if you have other course sites that duplicate the contents, or if you are simply not going to reuse the course site contents. **Note:** If you are sharing a course site with other instructors, this tool also enables you to remove yourself from the Blackboard course site, making it invisible to you but maintaining other Instructors’ access to the course site.

- Select the “**Remove a Blackboard Site**” option from the side menu.

- Click the **Remove** button next to the site you wish removed.

<input type="button" value="remove"/>	acct701_test: ACCT 701: DISSERTATION PH.D. (Test Course)
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- If you are sharing the course site with other instructors, the system will ask you whether you would like yourself removed from the course site.