



## Create a new Blackboard course site from Blackboard Wizard

1. Access Blackboard Wizard at <http://www.cwru.edu/its/itac/BBWizard/index.htm>
2. Click on "Add a New Blackboard Site" on the left menu. Use your Case ID and password to login

3. (This university course will be linked with the new Blackboard course site you are about to create). Then, click on the Next button.

Fall 2004

4. In the drop down, it lists all the university courses that is taught by you in the semester you've selected. Choose the desired one that you would like to create a new Blackboard course site for. Then, click on the Next button.

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- Cross Listing (multiple sessions)  
If this is a cross-listing course or the course has multiple sessions, please choose one to start with. You will be able to enroll students from other session/course later. In the next screen, click on the Yes button to continue.

Do you still want to create an additional Blackboard site?

- Multiple Blackboard course sites  
If an (or some) existing Blackboard course site(s) are already created for this university course, you will receive a list of existing Blackboard Course sites. Click on the Yes button to continue the new course creation process.

**Confirm duplicate**  
The following Blackboard sites are already being used for this University course:

- Doctoral: ACCT 701: DISSERTATION PH.D.
- acct701\_gxm11: ACCT 701: DISSERTATION PH.D.
- acct701\_gxm11\_1: ACCT 701: DISSERTATION PH.D.
- acct701\_atm12: ACCT 701: DISSERTATION PH.D. (Ana's Site is Cool)
- TestCourseFall2004: ACCT 701: DISSERTATION PH.D. (Megan A's Test Course)
- acct701\_svp6: ACCT 701: DISSERTATION PH.D. (Sam's site)
- cheat101: ACCT 701: DISSERTATION PH.D. (Test101)
- acct701\_ark3: ACCT 701: DISSERTATION PH.D. (Tony's Course)

- Use Existing Blackboard Course Site  
Click on "Reuse a Blackboard site" on the left side menu to use an existing Blackboard site for this university class, or click on the "No, start over" button to create a Blackboard course site for another university class.



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5. This is an **optional** step. (In order to distinguish each Blackboard course sites easily, please enter a site ID in the text box. Click here to see an example. You could skip the step by leaving the text box empty and click on the next button to continue.

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Next

6. An unique "default site ID" would be suggested by the wizard. You can customize it anyway that you wish ... just make sure it has to be unique.



**Please note:**

- The ID must contain no more than 50 characters.
- The ID may not contain **spaces** or any of the following characters **+ & ' " ( ) < > / ! @ # ~ : .**

7. You should receive a confirmation like this. Click on the "Create Site" button to create a new Blackboard course site.

Confirmation	
Please check that this information is accurate.	
Semester:	Fall 2004
CRN:	83909
Site title:	ACCT 701: DISSERTATION PH.D. (Spring 2005 (Smith))
Site ID:	2005_PhD_Dissertation
<input type="button" value="Create site"/>	