These materials are to help Course Owners either:

- roll forward an existing Bb9 course from a 2011/2012 space to a 2012/2013 space
- activate a blank Bb9 course based on a School template/standard course structure for an entirely new course
- activate a blank Bb9 space in order to copy in a 2011/12 course which has a new course code for 2012/13

If you are not sure which of the above applies to your course, refer to the Knowledge Base article
Information: Blackboard 9 and Start of Year 2012 (STAFF)

You must be a 'Primary Instructor' (PI) or a 'Blackboard Primary Instructor' (Bb PInstr) in Campus Solutions (CS) to roll forward/activate a course for Bb9. If you do not have the correct role in Campus Solutions please see your School Undergraduate or Postgraduate Administrator.

1. Log into My Manchester http://my.manchester.ac.uk/

2. Click on the **Teaching and research** tab and select **My Courses**
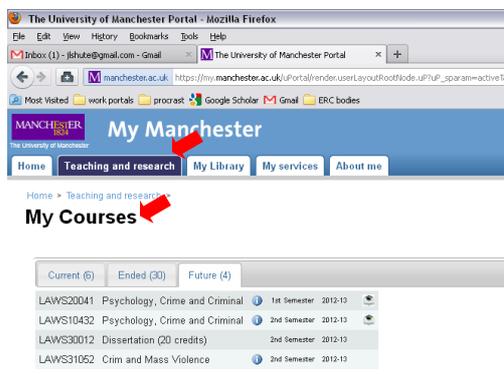
a. Click on the **Teaching and research** tab and select **My Courses**

b. View your list of courses

> **About the My Courses portlet...**
> All courses on which you are registered are listed.
>
> Your courses are organised under three tabs:
>
> **Current** (courses where the start date in CS has passed but the end date has not been reached)
> **Ended** (end date in CS is in the past)
> **Future** (start date in CS is in the future)

3. In the **My Courses portlet** click on the **Future tab**

You will only be able to activate courses on which you are a Primary Instructor (or Bb PInstr) in Campus Solutions.

4. Click the ⓘ icon next to the course you want to roll forward/activate

5. You will see a pop up window for **Blackboard Course Space Activation**

> **Note...**
> All Organisation spaces e.g. Programme level spaces are in the My Organisations List not in My Courses.

6. When activating your space for the following academic year, you need to decide what content should appear in your new 2012/13 course space. You can either:

    A. Roll Forward the content from the **previous** 2011/12 Bb9 course to the new 2012/13 space.
    or
    B. Activate a standard template based on an **empty** standard School course space to build your new 2012/13 course from scratch.

    NB **If your course code has changed for 2012/13**, you will need to use method **B** to create a blank space for 2012/13 and then copy your 2011/12 contents into the new space. For guidance on copying courses in this way, refer to the Knowledge Base article How to copy courses in Blackboard 9.

    In both cases, **A** or **B**, the guidance below recommends that you use the default course availability settings to make your course visible to students from the week before the start of the semester and be available until the resit period.

    A. To Roll Forward the content from the **previous** 2011/12 course (for a course with the same course code), use the following recommended settings:

Blackboard Course Space Activation

LAWS10432 - Psychology, Crime and Criminal

Course Start date : Mon Jan 28 00:00:00 GMT 2013
Course end date : Fri Jun 07 00:00:00 BST 2013

Start of availability to students option :
[1 week before course start date as recorded in Campus Solutions (Recommended)] ◄— a. Under 'Start of availability to students option :' leave as the default option

End of availability to students option :
[After summer resit period (31-08-2013) (Recommended)] ◄— b. Under 'End of availability to students option:' leave as the default

Choose a template to base your new course space on :
[I3031-LAWS-10432-1111-2SE-007768] ◄— c. Under 'Choose a template to base your new course space on :' select the default option which is last year's course (**1111** in the course title indicates it is a 2011/2012 course)

Cancel   Activ

B. To activate a standard template based on an **empty** standard School course space and build your new 2012/13 course from scratch, use the following recommended settings:

a. Under 'Start of availability to students option:' leave the default option

b. Under 'End of availability to students option:' leave as the default

c. Under 'Choose a template to base your new course space on :' click the list button. ▼ . A drop down menu with a list of possible templates will appear.
<u>For an entirely new course</u> select '**Standard course structure – YOUR SCHOOL**' (this template is not available for all schools) or select **TEMPLATE I1000 UoM template**
<u>If you are copying</u> from a 2011/12 course which has a different course code in 2012/13, select **TEMPLATE I1000 UoM template.**

7. Click

8. You will be presented with a message confirming your course activation is complete and that you will need to wait up to 24 hours. However you course could be available after a minimum of 3 hours. Click **OK**