

# How to Create a Development Course

1. You may create a course in the **AU Access Blackboard Development Courses area** for migrating courses from WebCT, transferring courses from Blackboard at AU, or developing a new course. Once the course is ready, you will be able to set up Banner-created sections by copying the content from the development course.

Begin at the AU homepage and click the **Employees** tab.



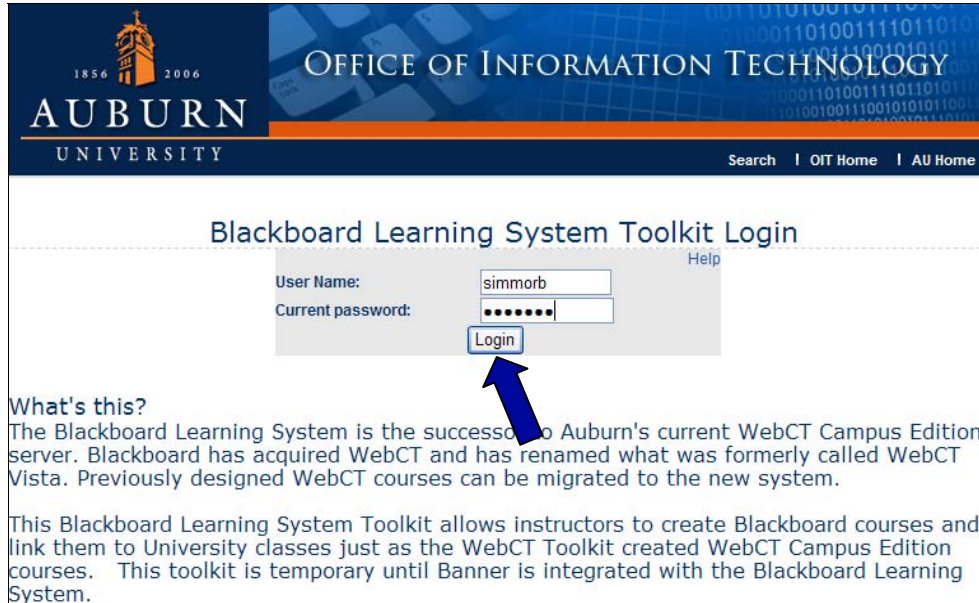
2. Select the **Blackboard Toolkit** link.



# How to Create a Development Course

3. Enter your Auburn User Name and Password.

Click the **Login** button.



**Blackboard Learning System Toolkit Login**

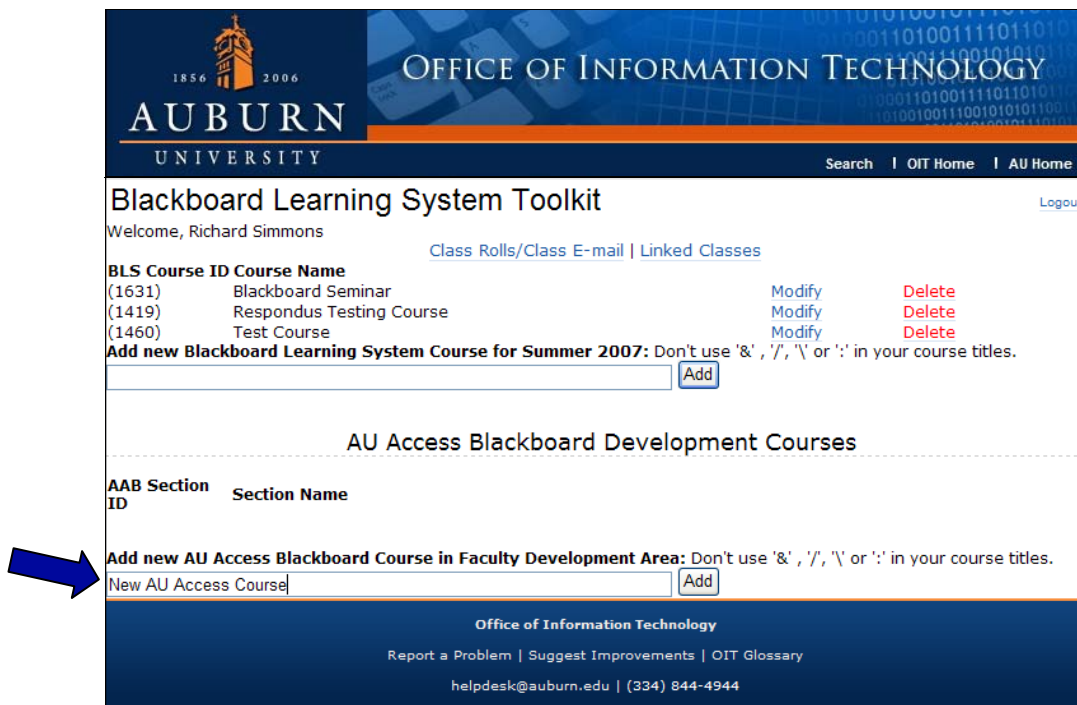
User Name:  [Help](#)

Current password:

**What's this?**  
 The Blackboard Learning System is the successor to Auburn's current WebCT Campus Edition server. Blackboard has acquired WebCT and has renamed what was formerly called WebCT Vista. Previously designed WebCT courses can be migrated to the new system.

This Blackboard Learning System Toolkit allows instructors to create Blackboard courses and link them to University classes just as the WebCT Toolkit created WebCT Campus Edition courses. This toolkit is temporary until Banner is integrated with the Blackboard Learning System.

4. To create a course on AU Access Blackboard, enter the name for your developmental course in the **Add new AU Access Blackboard Course in Faculty Development Area** input box.



**Blackboard Learning System Toolkit** [Logout](#)

Welcome, Richard Simmons [Class Rolls/Class E-mail](#) | [Linked Classes](#)

BLS Course ID	Course Name	Modify	Delete
(1631)	Blackboard Seminar	<a href="#">Modify</a>	<a href="#">Delete</a>
(1419)	Respondus Testing Course	<a href="#">Modify</a>	<a href="#">Delete</a>
(1460)	Test Course	<a href="#">Modify</a>	<a href="#">Delete</a>

**Add new Blackboard Learning System Course for Summer 2007:** Don't use '&', '/', '\', or ':' in your course titles.

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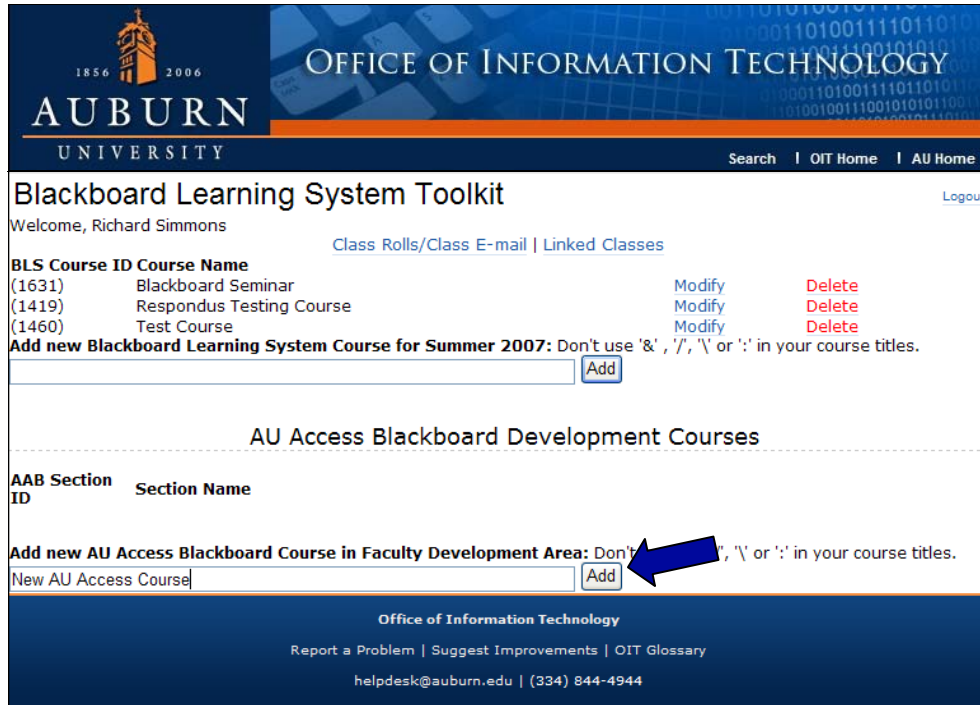
**AU Access Blackboard Development Courses**

AAB Section ID	Section Name
<b>Add new AU Access Blackboard Course in Faculty Development Area:</b> Don't use '&', '/', '\', or ':' in your course titles.	
<input type="text" value="New AU Access Course"/>	<input type="button" value="Add"/>

Office of Information Technology  
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 helpdesk@auburn.edu | (334) 844-4944

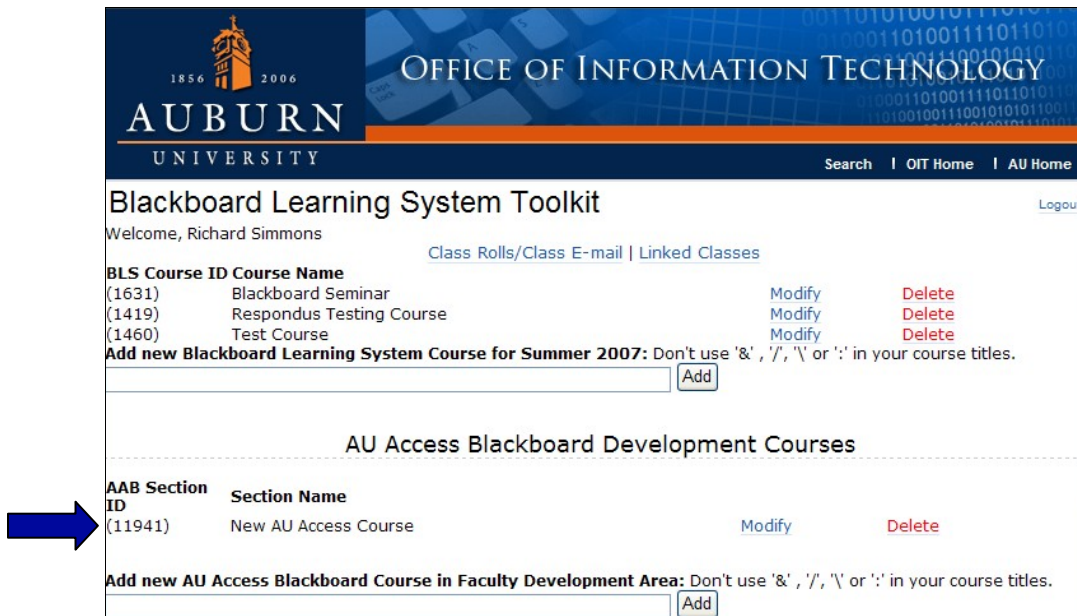
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- Click the **Add** button.



The screenshot shows the 'Blackboard Learning System Toolkit' interface. At the top, there is a header for 'OFFICE OF INFORMATION TECHNOLOGY' and 'AUBURN UNIVERSITY'. Below the header, there is a navigation bar with 'Search', 'OIT Home', and 'AU Home'. The main content area is titled 'Blackboard Learning System Toolkit' and includes a welcome message for 'Richard Simmons'. There are links for 'Class Rolls/Class E-mail' and 'Linked Classes'. A table lists existing BLS courses with columns for 'BLS Course ID', 'Course Name', 'Modify', and 'Delete'. Below the table, there is a form to 'Add new Blackboard Learning System Course for Summer 2007:'. A blue arrow points to the 'Add' button in this form. Below this, there is a section for 'AU Access Blackboard Development Courses' with a table for 'AAB Section ID' and 'Section Name'. Another form to 'Add new AU Access Blackboard Course in Faculty Development Area:' is shown, with a blue arrow pointing to its 'Add' button. The footer contains contact information for the Office of Information Technology.

- Your new **AU Access Blackboard Development Course** is ready for content.



This screenshot is similar to the previous one, but the 'Add' button in the 'AU Access Blackboard Development Courses' section has been clicked. The table now shows a new entry: 'AAB Section ID' (11941) and 'Section Name' (New AU Access Course). A blue arrow points to this new entry. The 'Add' button in the form below is still visible. The rest of the interface remains the same as in the previous screenshot.

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- It will take **up to 10 minutes** for your development course to be created. Courses are created on the zeros. For example, if you create a course at 8:42, it will be available at 8:50. You may log into **AU Access Blackboard** to access your course.

From the AU homepage, click **Employees**.

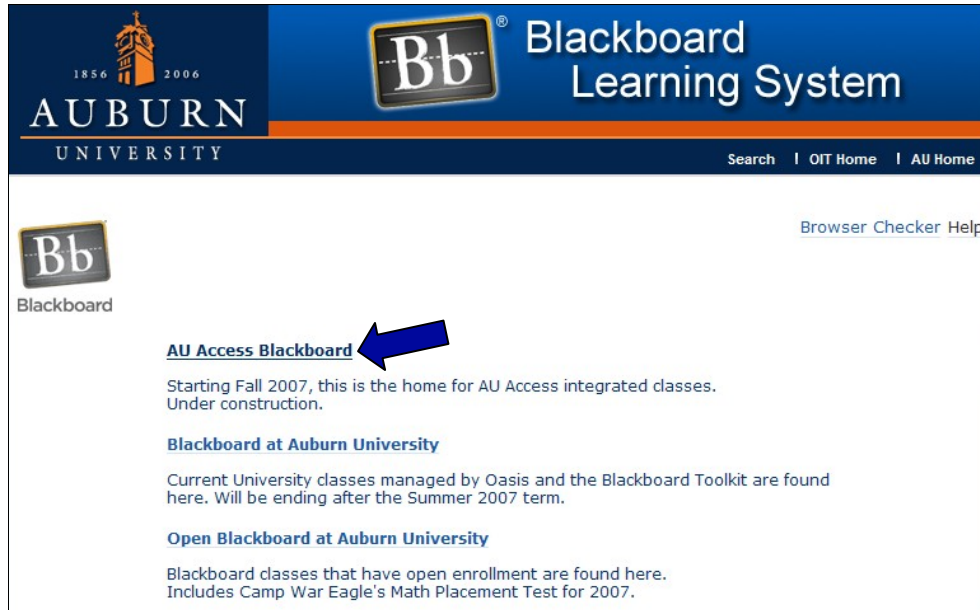


- Select the **Blackboard** link.

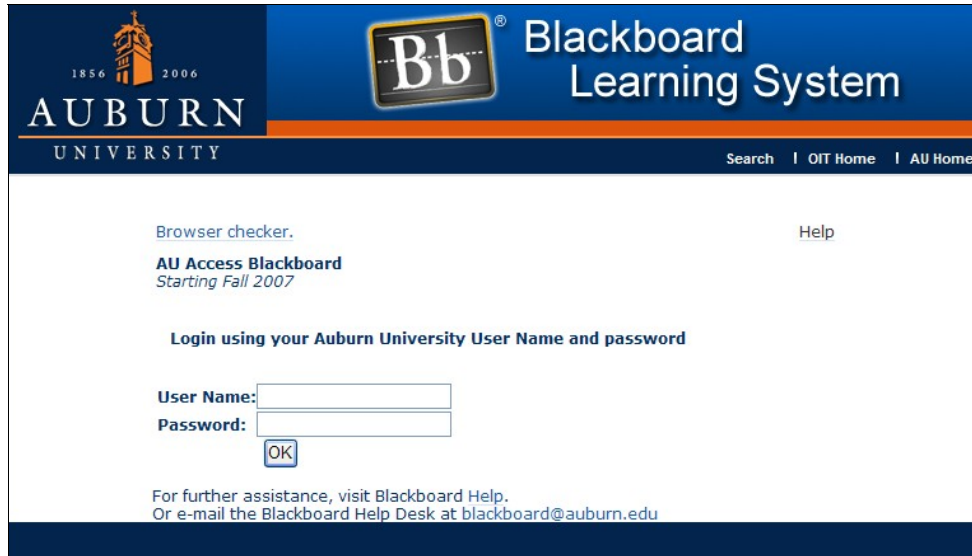


# How to Create a Development Course

9. Select the **AU Access Blackboard** link.



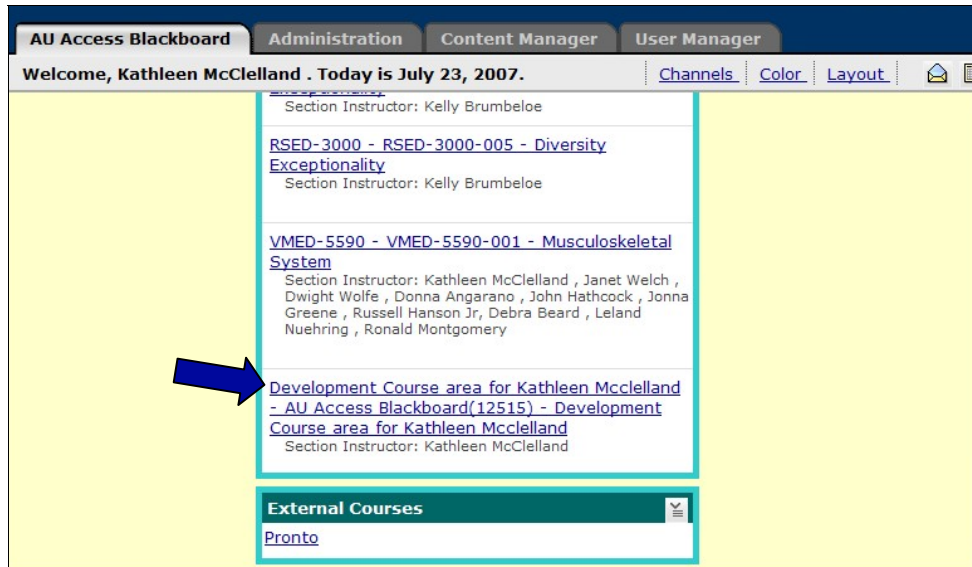
10. Log in with your Auburn **User Name** and **Password**, then click **OK**.



# How to Create a Development Course

11. Select your newly created AU Access Blackboard course from the list.

**Note:** Blackboard has added **Development Course area for Your Name -** to your course's name as a prefix.



12. Clicking on your course brings up the **Assign Course Content** page. *This is the most important page while creating a new Blackboard course.*

This page is displayed only once, the first time you log into your new course. Please do not pass this page until you are certain of your choice.



# How to Create a Development Course

13. Choose one of the following:

**Set up a blank course-** Choose this option if you would like to put new content in manually.

**Copy content from another course-** Choose this option if you have another AU Access Blackboard course you wish to copy, such as a Banner course.

**Assign a template to this course-** Please contact IMG (844-5181) for details. This option is rarely used.

**Import content from file-** Choose this option if you want to migrate a WebCT course to Blackboard.

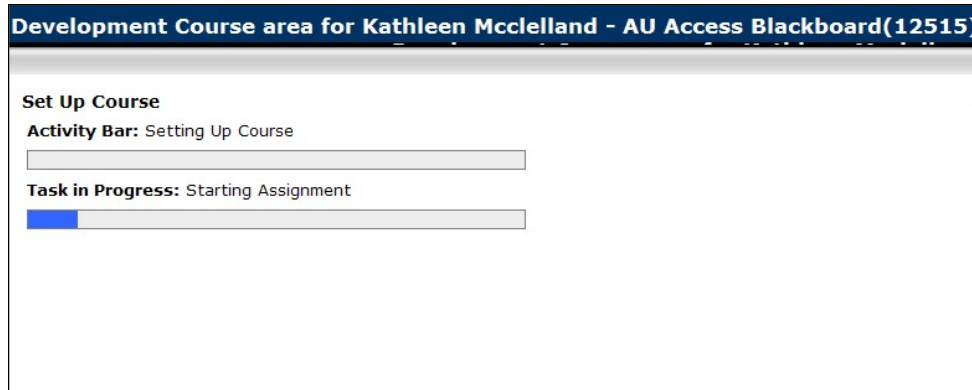
14. Select your option, then click **Continue**.

**Note:** In this example, **Set up a blank course** will be used.



# How to Create a Development Course

15. Your course will take a few moments to set up.



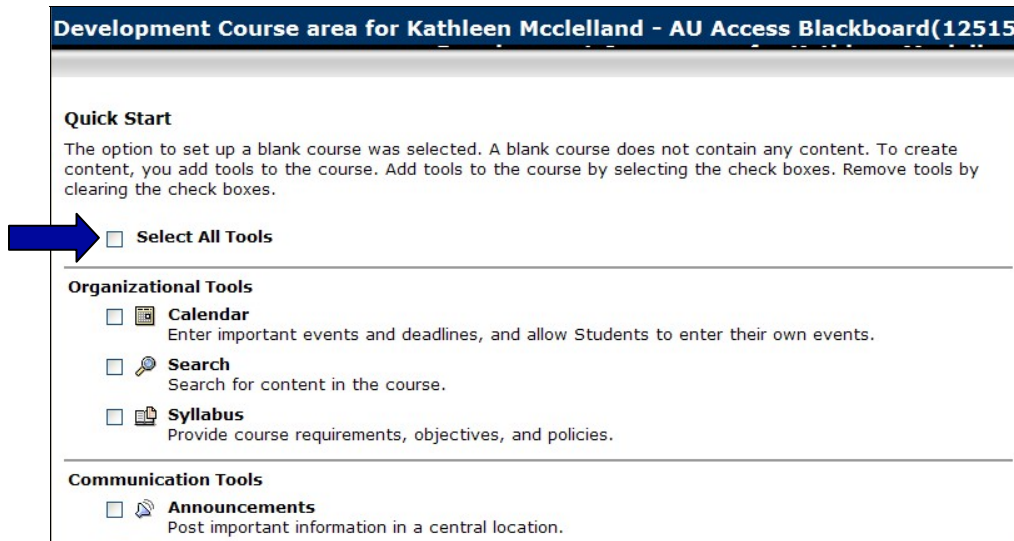
**Development Course area for Kathleen McClelland - AU Access Blackboard(12515)**

**Set Up Course**  
**Activity Bar:** Setting Up Course  
  
**Task in Progress:** Starting Assignment

16. For blank courses, you may select which tools you want to use. *You may always turn on/off tools in Blackboard later.*

**Note:** If you are new to Blackboard, you may want to turn on all tools and determine which you like.

Click the **Select All Tools** check box.



**Development Course area for Kathleen McClelland - AU Access Blackboard(12515)**

**Quick Start**  
The option to set up a blank course was selected. A blank course does not contain any content. To create content, you add tools to the course. Add tools to the course by selecting the check boxes. Remove tools by clearing the check boxes.

**Select All Tools**

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**Organizational Tools**

- Calendar**  
Enter important events and deadlines, and allow Students to enter their own events.
- Search**  
Search for content in the course.
- Syllabus**  
Provide course requirements, objectives, and policies.

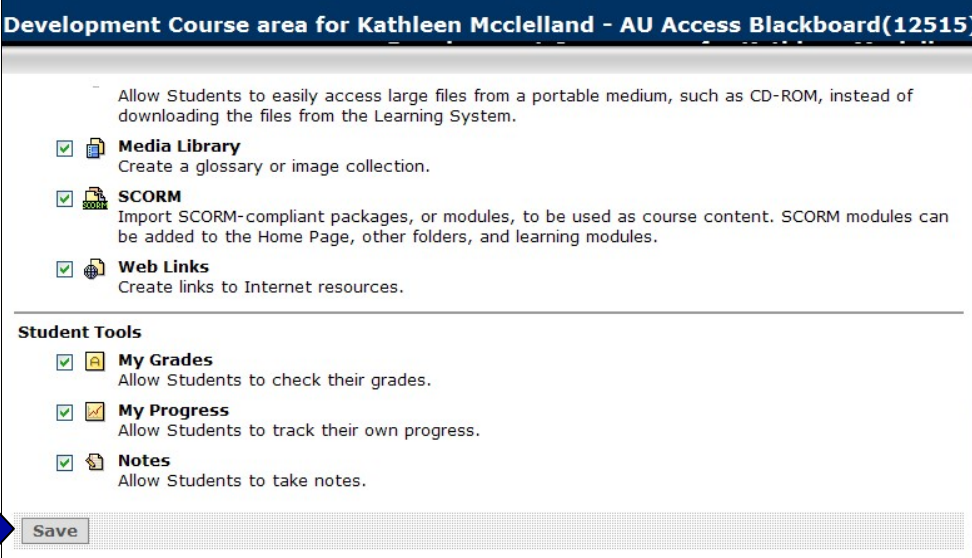
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**Communication Tools**

- Announcements**  
Post important information in a central location.

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17. Scroll down and click the **Save** button.



**Development Course area for Kathleen McClelland - AU Access Blackboard(12515)**

Allow Students to easily access large files from a portable medium, such as CD-ROM, instead of downloading the files from the Learning System.

- Media Library**  
Create a glossary or image collection.
- SCORM**  
Import SCORM-compliant packages, or modules, to be used as course content. SCORM modules can be added to the Home Page, other folders, and learning modules.
- Web Links**  
Create links to Internet resources.

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**Student Tools**

- My Grades**  
Allow Students to check their grades.
- My Progress**  
Allow Students to track their own progress.
- Notes**  
Allow Students to take notes.

**Save**

18. You may now customize your course.



**Build Teach Student View Development Course area for Kathleen McClelland**

**Course Tools**

- Course Content
- Announcements
- Assessments
- Assignments
- Calendar
- Chat
- Discussions
- Goals
- Learning Modules
- Local Content

**Congratulations! You are ready to build your course.**

**Course Tools**  
Course tools are all of the content, organizational, communication, and evaluation tools that you or another designer has added to the course menu. You use these tools to create content and learning activities. Section Instructors use these tools to present content and learning activities to Students. Students use these tools to view content and perform learning activities.

**Designer Tools**  
Designer tools allow you to build and customize the course, manage files, and control the availability of content.