

Instructions for Setting-up or Renewing Blackboard Courses

Introduction

To create or renew a Blackboard course a special request must be made to the Office for Distributed and Distance Learning (ODDL) at FSU. This creation/renewal procedure is valid only for individuals who are listed as “Instructor of Record” for a course in the Registrar’s database. *Print these instructions before beginning.*

Brief instructions for setting-up or renewing Blackboard courses

1. Open the Class Website Request webpage located at:

http://forms.oddl.fsu.edu/online/requests/class_website/

2. Complete the form that should appear and click on the **Next** button.
3. Select the type of Blackboard class (select the first option: “INTEGRATED website,” not cohort) you want to create.
4. Submit the following information for the Blackboard course you wish to create:
 - a. For Delivery System choose Blackboard (from the drop-down menu)
 - b. The semester for the new course
 - c. The course prefix, course number, and the course section number
5. Choose the content source of the Blackboard course you wish to create:
 - Option 1: select “none” if you are creating a Blackboard course with all new material.
 - Option 2: select “copy from another Blackboard website” if you are creating a Blackboard course that will use material from a previous Blackboard course
6. Confirm the information you have submitted
7. Wait to receive a confirmation e-mail from ODDL
8. Access your Blackboard course website at:

<http://campus.fsu.edu/>

Detailed instructions for setting-up or renewing Blackboard courses

Step 1. Open the Class Website Request webpage located at:

http://forms.oddl.fsu.edu/online/requests/class_website/

Step 2. Complete the form that should appear and click on the Next button.

Please provide us with your personal information

school or college

last name

first name

primary email address

garnet or mailer username e.g. *jsmith* or *jas1234*

WEB-MC username e.g. *w101* -if known

day time phone

You do not need to provide this information

Note: Use your FSUID here, which should be the same as your OMNI Username & Password

(INSTRUCTORS & STAFF ONLY)

Step 3. Select the type of Blackboard class website you want to create.

Select the first option (INTEGRATED website) for creating a new Blackboard course or for “renewing” a previous Blackboard course.

The Online Delivery Systems supported by ODDL provide you with three options when requesting your class website. Please select one of the options below

Will you like to:

- Request one INTEGRATED website to be used by a single course section. *(website WITH STUDENTS)*
- Request one INTEGRATED [cohort] website to be used by multiple course sections or multiple courses. *(website WITH STUDENTS)*
- Request a STANDALONE website. **Now available for Web-MC and Blackboard.** *(website WITH NO STUDENTS)*

*INTEGRATED WEBSITES will only be created for valid classes in the registrar's database and they will be populated automatically.

*STANDALONE WEBSITES will not be populated automatically and can be used as repository for Content Development or as communication tool for University Recognized Groups of Users such as Departments and/or Student Organizations.

Step 4. Submit the following information for the Blackboard course you wish to create:

First select “Blackboard” from the drop-down menu for the Delivery System.

Please select the Delivery System you will like to use:

----- [Click here](#) for a description of each of the softwares available.

Then select the semester for the new course, and the course prefix, course number, and the course section number.

semester

SUMMER 2005

prefix	number	section
e.g. ENC	1101	01
<input type="text"/>	<input type="text"/>	<input type="text"/>

Then click on the Next button.

back next

If the information you provided is correct, then select the Next (YES) button.

ARE YOU SURE YOU WANT TO CONTINUE WITH THIS REQUEST?

cancel next

NO YES

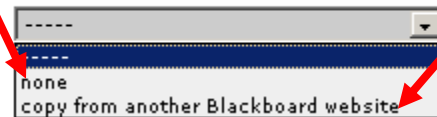
Step 5. Choose the content source of the Blackboard course you wish to create:

From the drop-down menu that appears, select one of the following two options:

Option 1: If you are creating a Blackboard course with all new material, select “none.”

Option 2: If you are creating a Blackboard course that will use material from a previous Blackboard course, select “copy from another Blackboard website.”

Please select the content you will like to be included into this class website



A screenshot of a web form showing a drop-down menu. The menu is open, displaying two options: "none" and "copy from another Blackboard website". Red arrows from the two option boxes above point to these two options.

If you selected “copy from another Blackboard website” then provide the following information about the course you are copying from: course prefix, course number, and section (e.g., BMS 6015, section 01). Also provide the semester in which the course was offered.

If you are requesting the copy from another website, please provide us with the *request number* or course prefix, number, and section of the class website where the content resides.



A screenshot of a form with three input fields. The first is a text box. The second is a dropdown menu showing "Spring". The third is a dropdown menu showing "2004". Red arrows from the text above point to these fields.

if you have any special requests or comments regarding this request, please specify them in the box below.

If you have any special requests, such as a call back request or a request to copy other course components (grade book, enrollment, discussion boards, etc.), type them in this space.

When you finish, click on the Next button.



Two navigation buttons: "back" with a left arrow and "next" with a right arrow. A red arrow from the text above points to the "next" button.

Step 6. Confirm the information you have submitted.

On the screen that appears, review the summary of the information you submitted. Then select from the following 4 options:

Option 1 Continue with your Blackboard course request by:
Selecting “submit information and exit request form” and clicking on the Next button.

Option 2 Change any information you submitted by:
Clicking progressively on the Back button until you view the information you wish to revise.

Next Step - Will you like to: *(please select one of the options below and then click on the “next” button.)*

- submit information and exit request form
- request one more course website

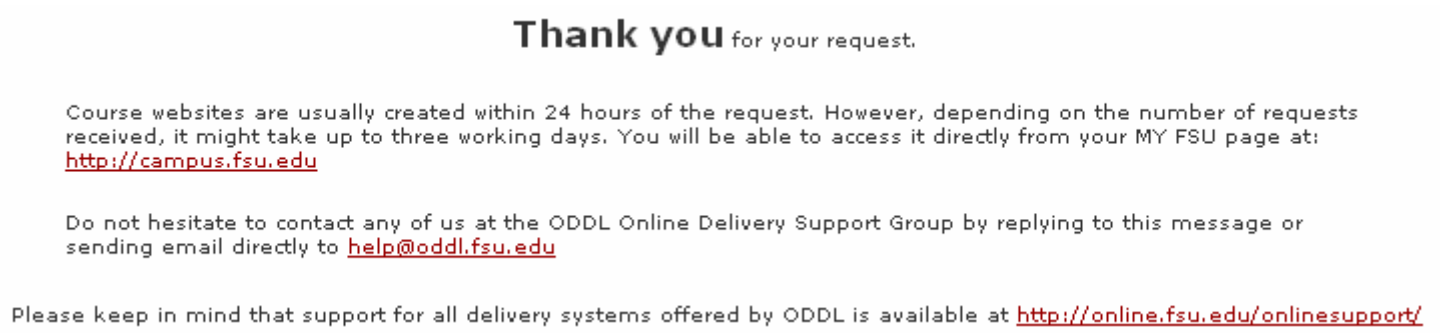
◀ back ⊗ cancel next ▶

Option 3 Cancel the Blackboard course request by:
clicking on the Cancel button.

Option 4 Request another Blackboard course by:
Selecting “request one more course website” and clicking on the Next button.

Step 7. Wait to receive a confirmation e-mail from ODDL

After you submit your request, then the following screen should appear on your screen:



Step 8. Access your Blackboard course website

After you receive the e-mail from ODDL confirming the creation of your Blackboard course website, you may access it by opening the webpage located at the following web address:

<http://campus.fsu.edu>

After the webpage appears, type in your FSUID Username and Password into the spaces provided.

Note: Your **FSUID** should be the same as your **OMNI Username & Password**

Need help with username or password?

USERNAME:
(FSUID or Garnet/Mailer ID)

PASSWORD:

LOGIN

You should now have access to your Blackboard course website.