

## Creating a New Course

This tutorial explains how to create a new course in the Blackboard Course Management tool. **It is critical that you create your course at least one day before you attend any training workshops.**

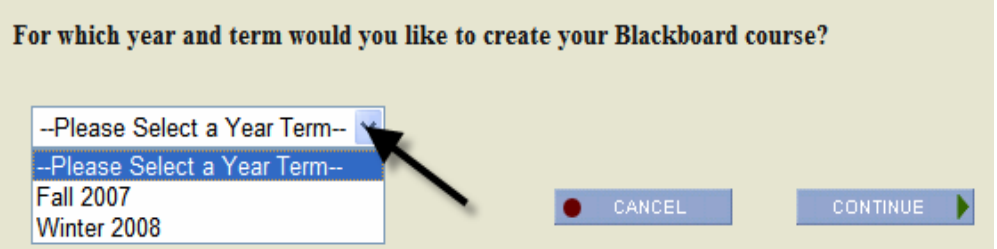
1. Log in to Route Y. Under **Work**, click on **Blackboard Course Management**.



2. Click **Use the Wizard** button to create a new course.



3. Click **Please Select a Year Term** dropdown menu to select the semester in which you want to create a course and then press **Continue**.



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4. Type in the title of the course in the provided text box and press **Continue**.

What title would you like to give your Blackboard course?

Blackboard Course

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5. If you are creating a brand new course select **No: Start with an empty Blackboard course**, and press **Continue**.

Would you like to copy content from another Blackboard course?

No: Start with an empty Blackboard course.

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6. If you are re-teaching the same course from another semester you can copy the course by selecting **Yes: Copy content from one of my courses**, and then select the course. Press **Continue**.

Would you like to copy content from another Blackboard course?

No: Start with an empty Blackboard course.



Yes: Copy content from one of my courses:

Select a course: Aaron's Advanced Course

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7. If you are taking over a course from another teacher select **Yes: Copy content from another instructor's course**, and then type in the course ID code. Press **Continue**.

Yes: Copy course content from another instructor's course:

Course ID: abc-20071-1

<p>8. Select the course and section for the course you are creating and press <b>Continue.</b></p>	<p><b>You have no university courses available for Fall 2007</b>  <b>If this is incorrect please contact your department scheduler.</b></p> <p><input checked="" type="checkbox"/> Development Course (You may only have one of these per semester)</p> 
<p>9. Add any instructors in addition to yourself if exist, press <b>Continue.</b></p>	<p><b>Would you like to add any Co-Instructors?</b></p> <p>If you do not wish to add any Co-Instructors, click Continue.</p> <p><input type="button" value="Add Instructor"/></p>
<p>10. Add the TA to your course, press <b>Continue.</b></p>	<p><b>Would you like to add any Teaching Assistants?</b></p> <p>If you do not wish to add Teaching Assistants, click Continue.</p> <p><input type="button" value="Add TA"/></p>
<p>11. Select whether you want the information to be available to other instructors, press <b>Continue.</b></p>	<p><b>Would you like to allow other instructors to copy your course's content?</b></p> <p><input checked="" type="radio"/> <b>Yes:</b> Allow others to copy my course content.</p> <p><input type="radio"/> <b>No:</b> <b>Do not</b> allow others to copy my course content.</p>
<p>12. Confirm all the details and click <b>Create Course.</b></p>	<p><input type="button" value="CANCEL"/> <input type="button" value="EDIT COURSE"/> <input checked="" type="button" value="CREATE COURSE"/></p> 
<p>13. The course will be created and appear within 24 hours, press <b>Continue.</b></p>	<p><b>Your Blackboard course has been saved and changes should appear tomorrow.</b></p>