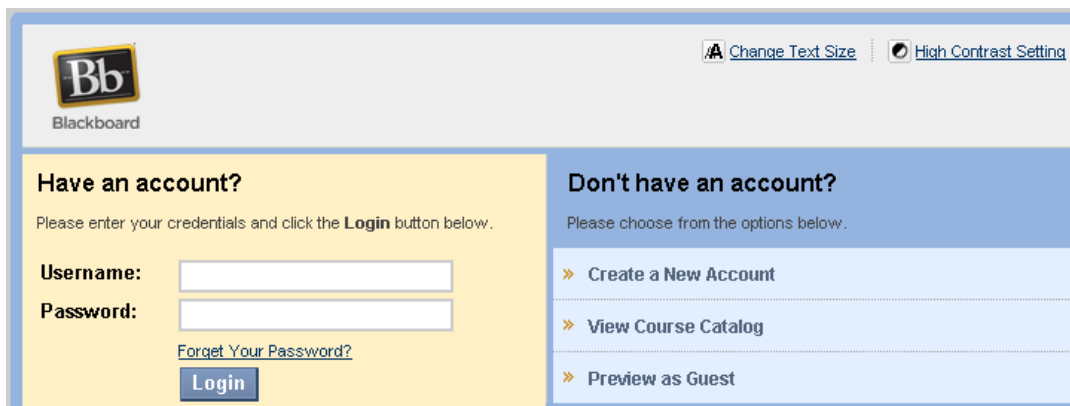


Building a Course

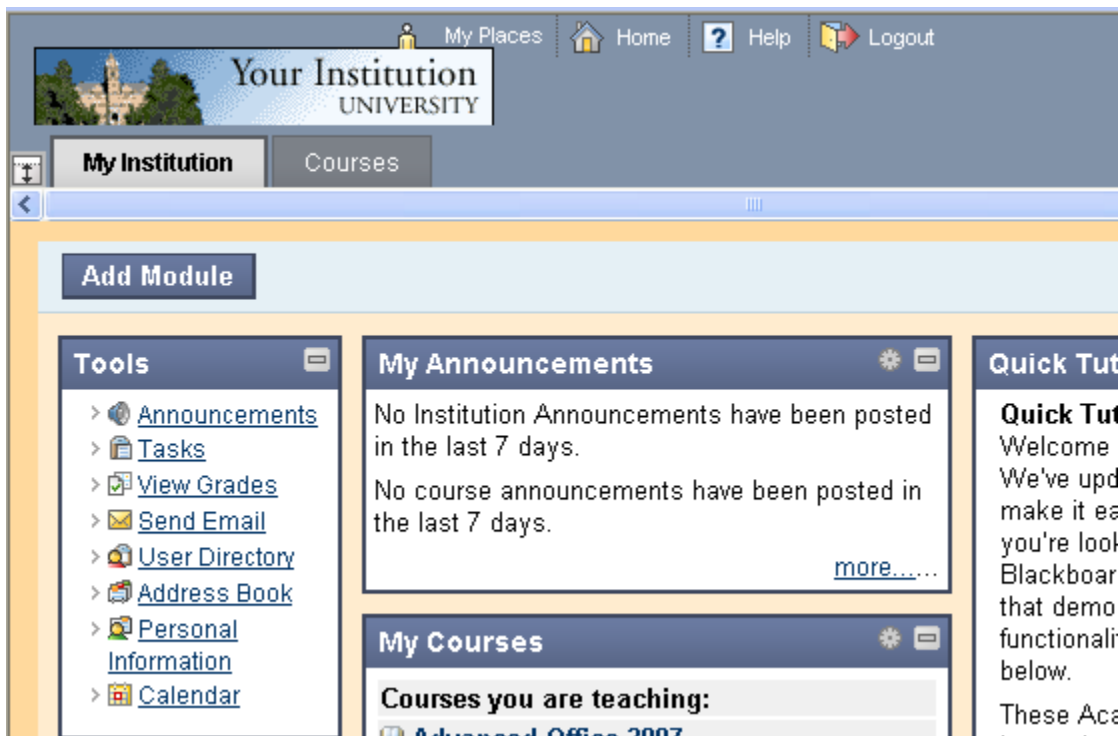
By Dick Evans

The first step in building a course is requesting it with the course number and name from USS. An empty course will be built for you. Once that has been accomplished, you may continue with these instructions.

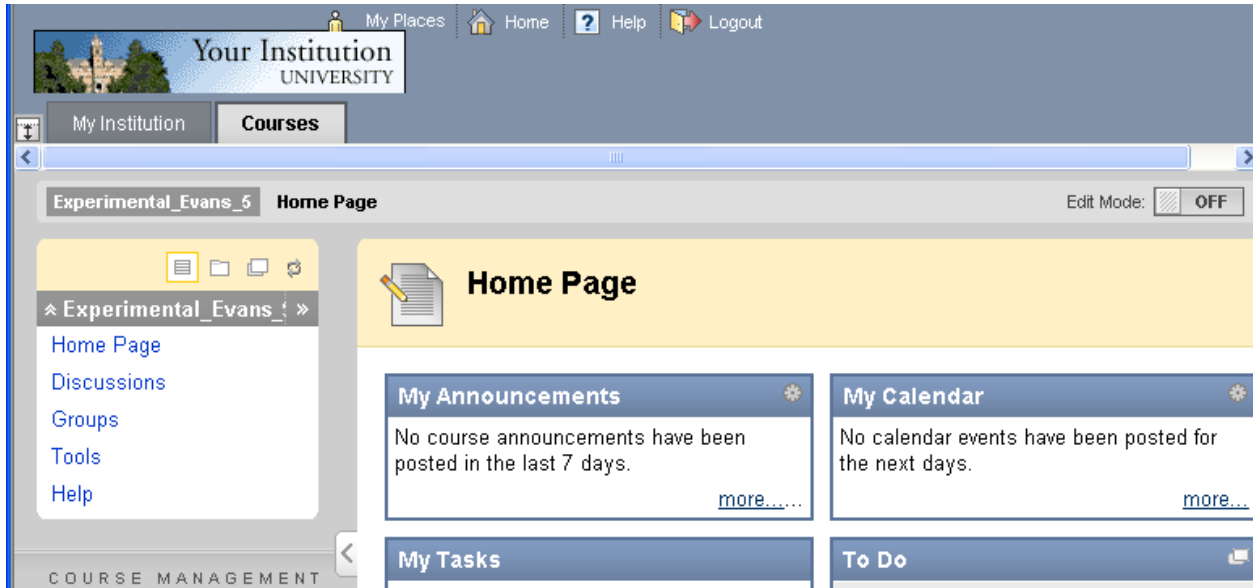
You will need a copy of the Basic Course Template (RICBb9.ZIP) which can be downloaded from the faculty toolbox. Save a copy on your desktop for use in these instructions.



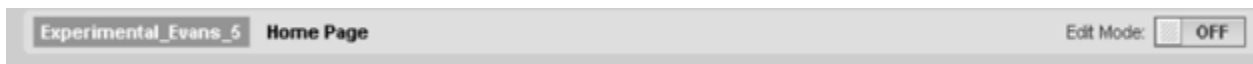
With an active Internet connection, sign on to your Blackboard 9 (Bb9) account at <http://blackboard.ric.edu>. The resulting screen should look something like the following:



Under My Courses, locate the empty course that was created for you and then double-click the link to open your Home Page.

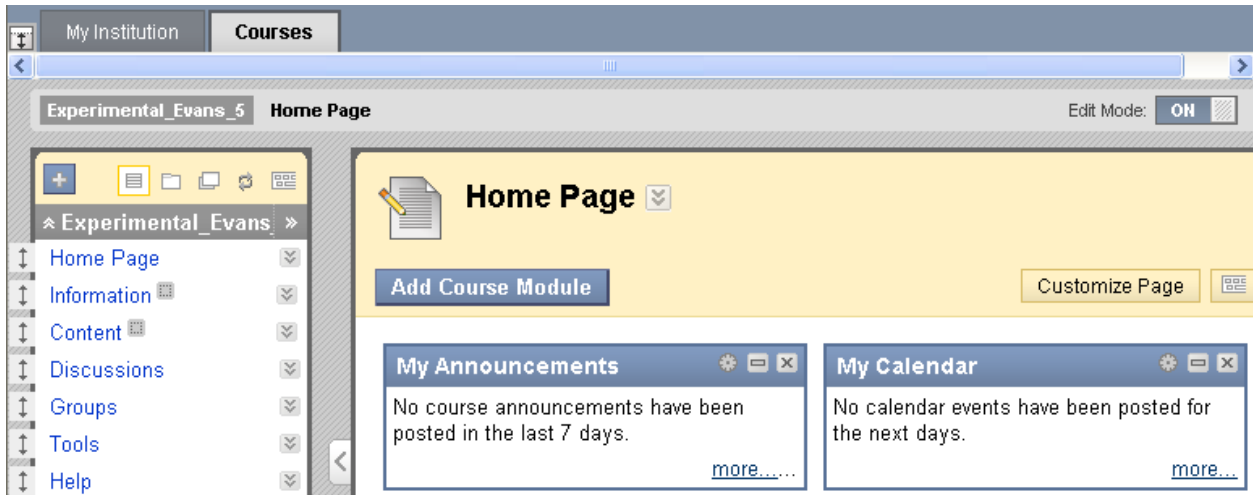


On the left side find the Course Menu built into the empty course. On the right side is the page the menu is pointing to. This page is for the student to use to organize and to see things like Announcements posted by the instructor, assignment that are due, and much more. Browse the page to see all the pre-made features.



Above the Home Page information, on the right, locate the Edit Mode switch. It is a toggle, so click the word OFF (or ON) will change the mode. OFF is the student view and ON is the instructor view. The student view is much better than in WebCT—you get to see what they see. With edit ON the course can be modified. This is the mode needed to upload and install the RIC Course Template.

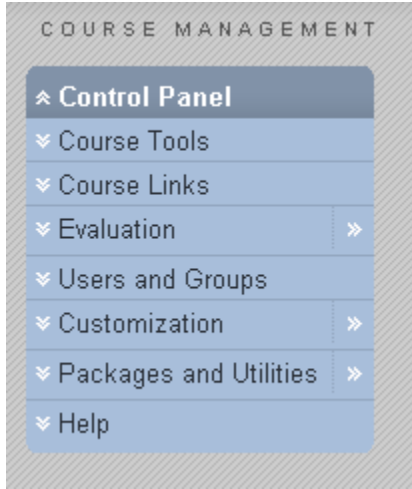
Click OFF to turn ON the Edit Mode.



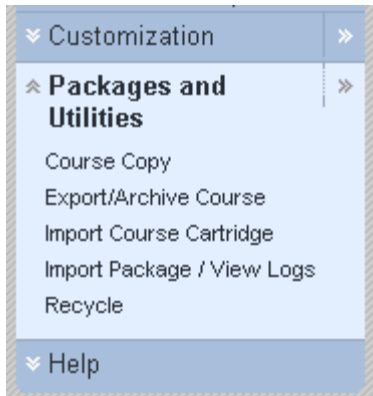
Notice the change between OFF and ON.

In WebCT, the Home Page was the “menu” page for your course. It contained ICONS or images for each of the tools you included for your students. With Bb9, the Home page is customizable by the student and lets them know about new postings from the instructor much like the icons on the WebCT signon screen telling the student if they have email, new assignments, new quizzes, etc.

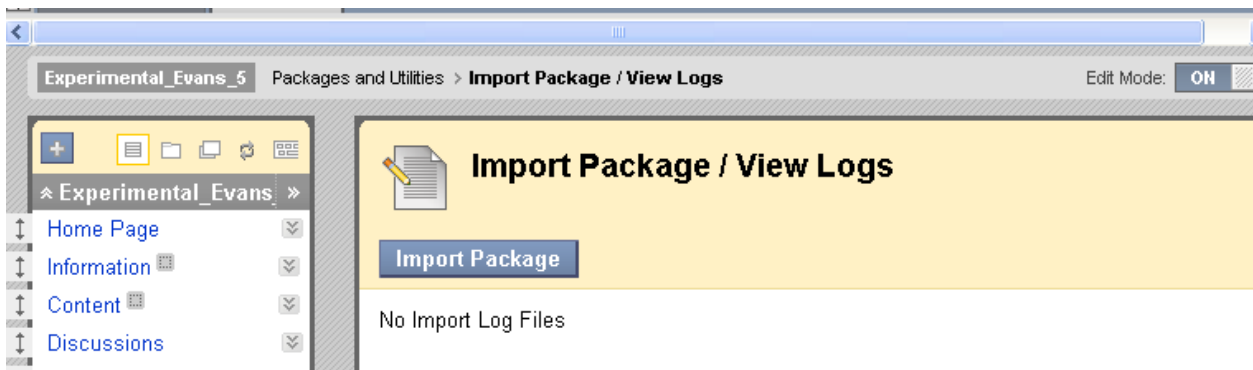
In Bb9, the course menu will be the “menu” pointing to the included tools for your course.



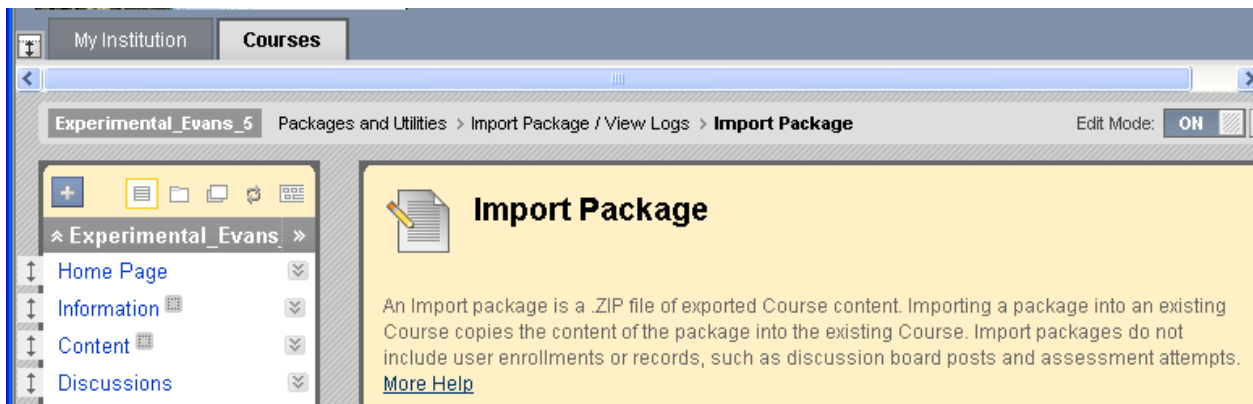
Under the Course Menu, there is a Course Management area that it used to customize the course.



Mouse over Packages and Utilities and click to open it, and then click Import Course Cartridge



Click Import Package



Scroll down the page to item 2

2. Select a Package

Click **Browse** to locate the Course Package:

Uploading large packages may take a long time.

* Select a Package

Browse to locate the RICBb9.ZIP file previously saved on your desktop.

3. Select Course Materials

Select materials to include. To recreate a course from an Archive Package, including user records, use Restore instead of Import.

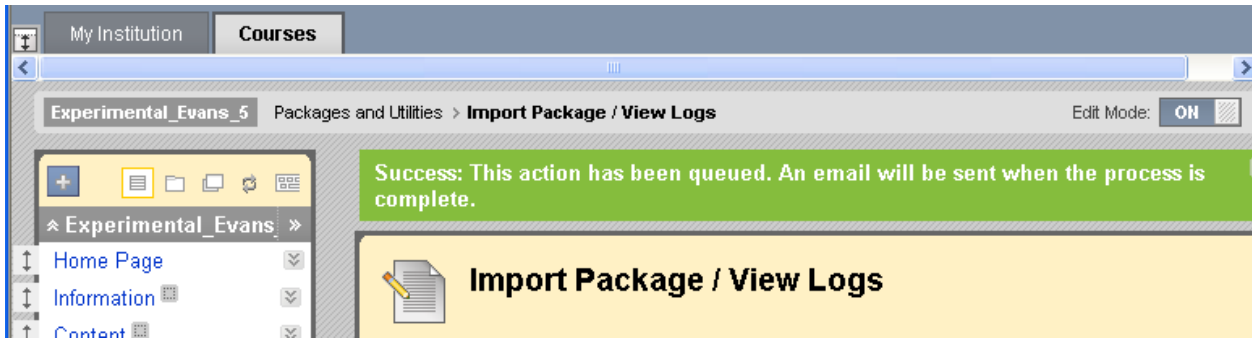
- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Discussion Board

Under item 3, check the boxes for those items you want included in your course from the backup file. If the checked item is not in the backup file, it will not be added to the course. I suggest checking all boxes.

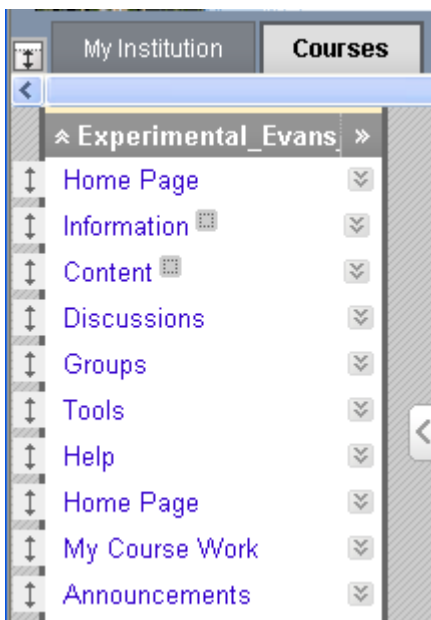
- Settings
- Contacts
- Tasks
- Tests, Surveys, and Pools

4. Submit

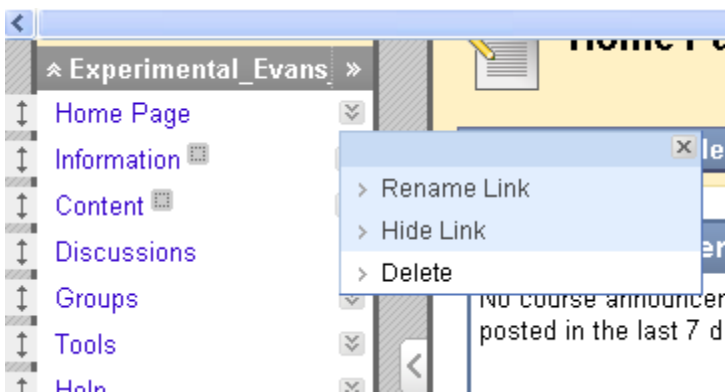
Then, under item 4, click Submit



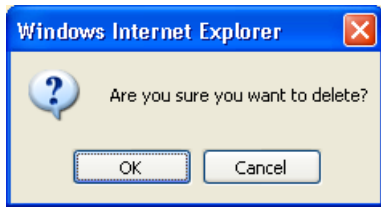
Success! You may have to wait a few minutes for the import to complete. Press F5 to refresh (this returns you to the Home Page). It is complete when the new items are added to the course menu.



Notice there are two (2) Home Page links. All the menu items above the second one must be deleted as they are not part of the template.



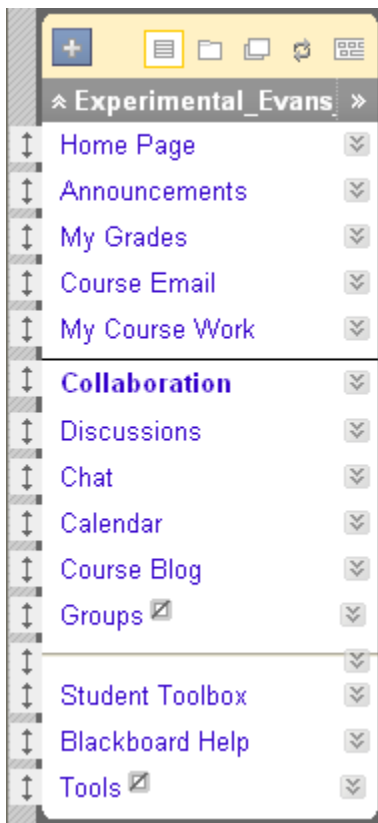
To the right of the first Home Page, click the chevron  to open the drop down list of options. Click Delete.



Confirm your selection by clicking OK

Repeat to remove the items down to but not including the remaining Home Page. They are:

- Information
- Content
- Discussions
- Groups
- Tools
- Help



When all the items have been removed, you have successfully installed the RIC basic template and are ready to begin building your course by modifying or removing items from the course menu.