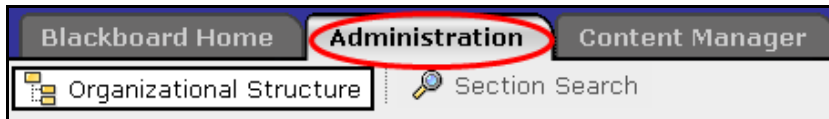


Assigning Content to a Section

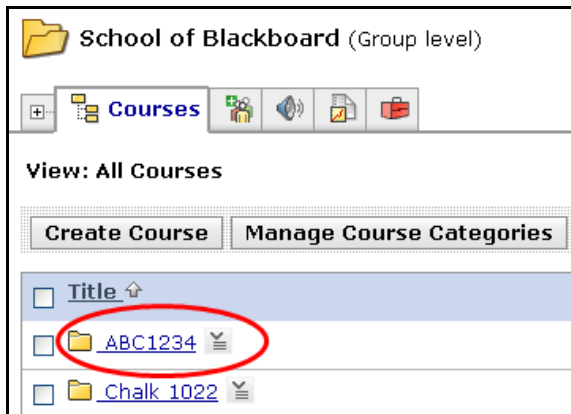
Role: Administrators

After a new Section has been created, it is ready to be assigned content.

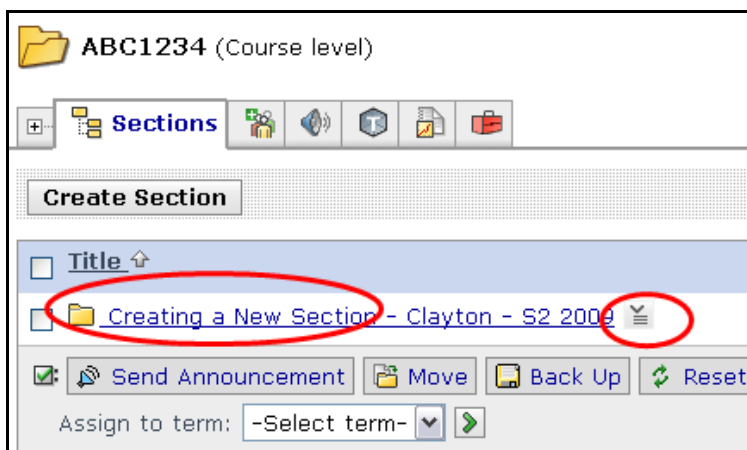
Content can be assigned to a Section in the Administration tab in Blackboard. In my.monash portal, select Blackboard. Then click on the Administration tab.



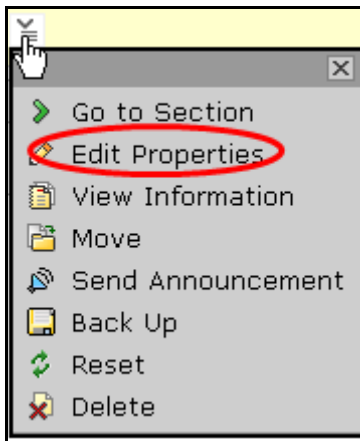
1. Select your Group or School. Then select the Course. You can use either the left hand navigation frame, or the right hand frame to navigate to the Course.



2. Click on the Course to go to the Section you want to assign content to.



3. Click on the Action link next to the Section to edit properties for the Section. Edit Properties allows you to modify information about the Section.



4. Add details to the Edit Section Properties. If you wish you can assign a modify or correct the Section Title.

Edit Section Properties

* Title:

Long Description:

Full Description:

5. Add a Description to the Section. This is optional.

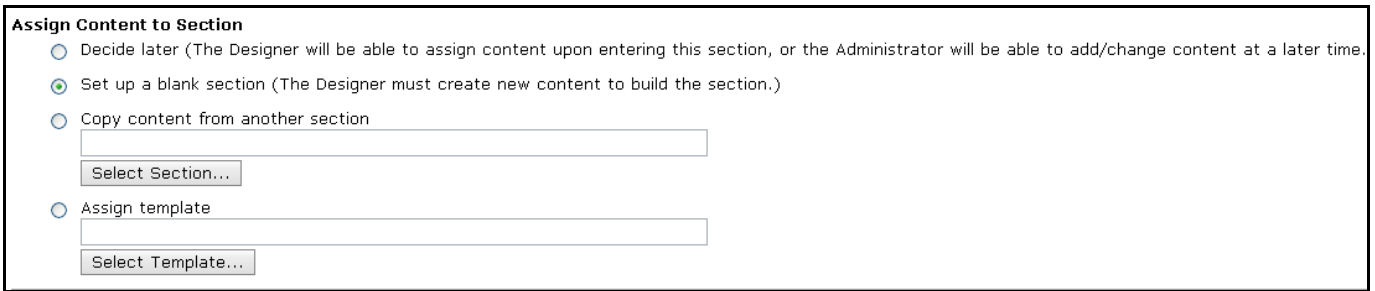
6. In the Assign Content to Section there are four options

- You can choose to decide later i.e. do nothing for now
- Set up a blank section i.e. no content at all
- Copy content from another section i.e. rollover a previous section
- Assign a template to the section e.g. from a Faculty template

To set up a Blank Section

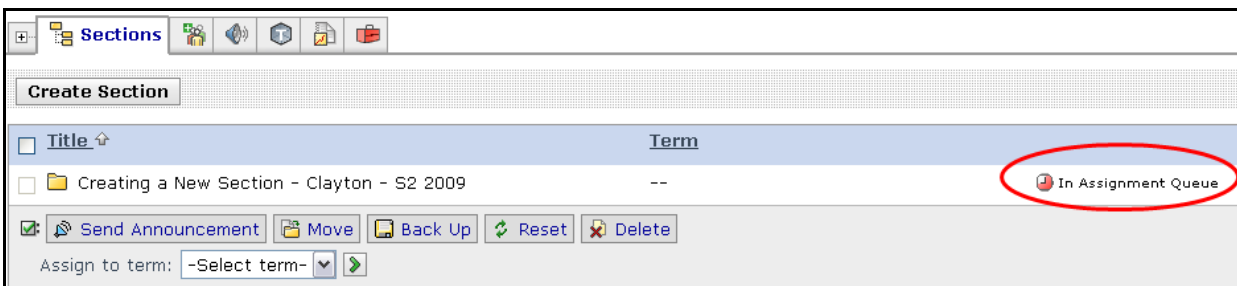
To set up a blank section for the Lecturer/Designer

1. Click on the Administration tab in Blackboard
2. Navigate to the Course level folder
3. Click on the Section you wish to assign content to
4. Click on the Action link next to the Section
5. In Assign Content to Section, select Set up a Blank Section



6. Then click on Save at the bottom of the page.

This takes you back to the Course level folder and you can see that your section is currently “In Assignment Queue”



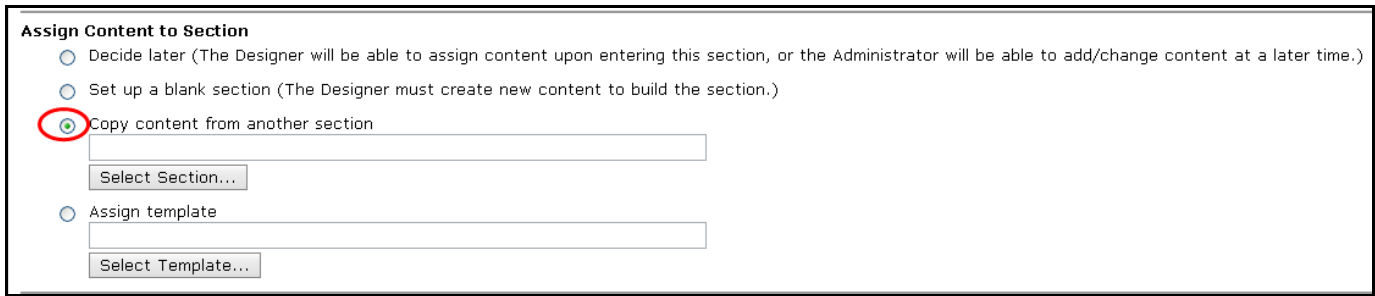
Note: It is recommended not to set up a Blank Section, but rather copy from another section or from a template.

Copy content from another Section

To copy content from another section,

1. Click on the Administration tab in Blackboard
2. Navigate to the Course level folder
3. Click on the Section you wish to assign content to
4. Click on the Action link next to the Section

5. Select the option – Copy Content from another Section



Assign Content to Section

Decide later (The Designer will be able to assign content upon entering this section, or the Administrator will be able to add/change content at a later time.)

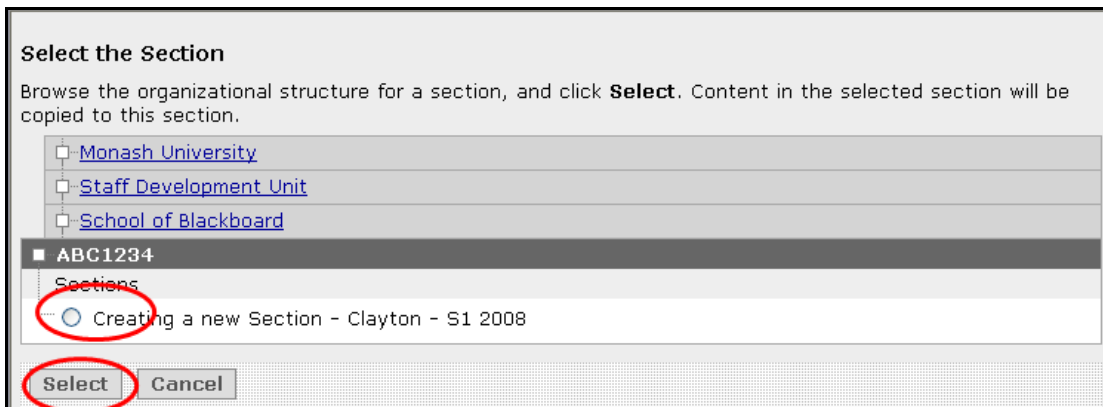
Set up a blank section (The Designer must create new content to build the section.)

Copy content from another section

Assign template

6. Then click Select Section button

7. A Select Section window opens. Navigate to the Course and Section from which you wish to copy content.



Select the Section

Browse the organizational structure for a section, and click **Select**. Content in the selected section will be copied to this section.

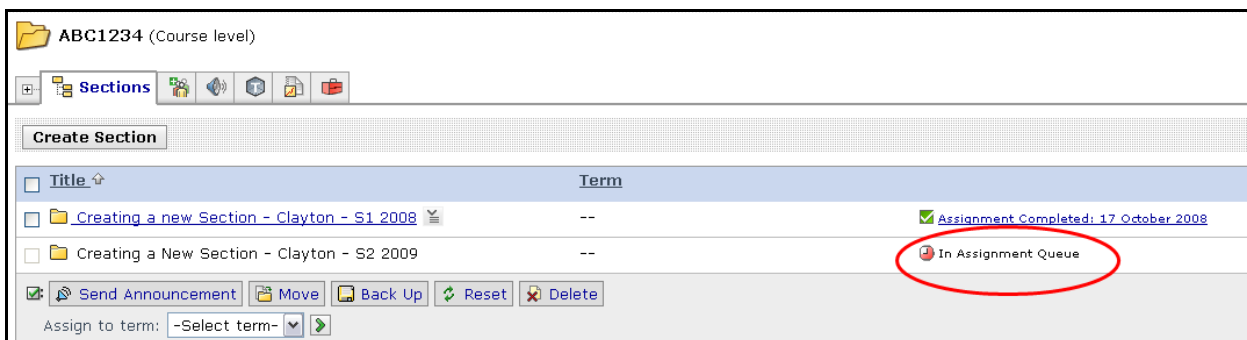
- Monash University
 - Staff Development Unit
 - School of Blackboard
 - ABC1234**
 - Sections
 - Creating a new Section - Clayton - S1 2008

8. Select the Section. You can have a list of Sections in the Course from which you can copy content.

9. Click Select.

10. You will be returned to the Edit Section Properties screen. Click Save.

11. The Section is placed in Assignment queue.



ABC1234 (Course level)

Sections

Create Section

Title	Term	
<input type="checkbox"/> Creating a new Section - Clayton - S1 2008	--	<input checked="" type="checkbox"/> Assignment Completed: 17 October 2008
<input type="checkbox"/> Creating a New Section - Clayton - S2 2009	--	<input checked="" type="checkbox"/> In Assignment Queue

Send Announcement Move Back Up Reset Delete

Assign to term: -Select term-

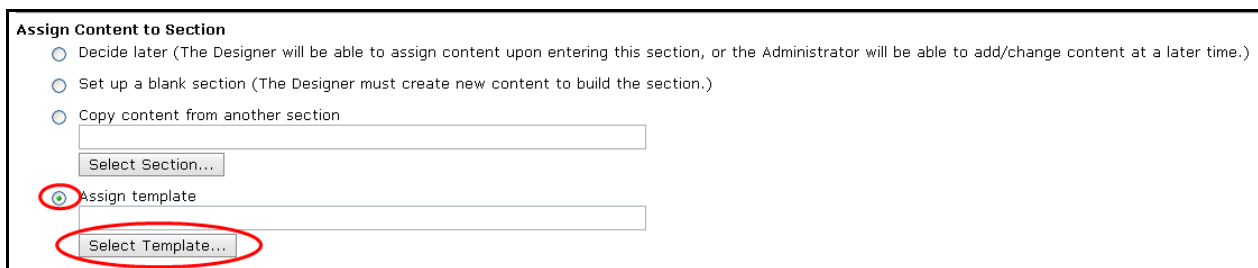
Warning: If the Section Assignment fails, do not attempt to re-assign. Contact MUSO Support for assistance. Sections containing Group Sign up Sheets will fail to copy to the new Section.

For for information about Sections containing Group Sign up Sheets see
<http://www.monash.edu.au/muso/known-issues/group-signup-sheets.html>

Note: Until the content assignment is finished, you will not be able to edit the section contents. This may take from several minutes to several hours depending upon a number of factors such as the complexity of the content being copied. However, you are able to enrol staff and students to the Section.

Assign Template to a Section

1. Click on the Administration tab in Blackboard
2. Navigate to the Course level folder
3. Click on the Section you wish to assign content to
4. Click on the Action link next to the Section
5. Click Edit Properties



Assign Content to Section

- Decide later (The Designer will be able to assign content upon entering this section, or the Administrator will be able to add/change content at a later time.)
- Set up a blank section (The Designer must create new content to build the section.)
- Copy content from another section

Select Section...
- Assign template

Select Template...

6. Click on the Option – Assign Template
7. Click Select Template

Select Template

Select one template, and then click **Select** at the bottom of the screen. The selected template will be used as the content for your section.

Title	Public
[Monash University]	
There are no available templates at this learning context.	
[Monash University]	
<input type="radio"/> Subscriptions	Yes
<input type="radio"/> Full copy	Yes
<input type="radio"/> MUSO Master Brand Template	Yes
<input type="radio"/> System Testing template	Yes
<input type="radio"/> Teacher Testing Template 09-02-2006	Yes
<input type="radio"/> TeacherTestingTemplate	Yes
<input type="radio"/> testingtemplate64	Yes
[Staff Development Unit]	
<input type="radio"/> Using Blackboard Effectively - Clayton - S2 2008 template	No
<input type="radio"/> TRN1011 Lecturer and Designer Level 1 - S1 2008 template	Yes
[School of Blackboard]	
<input type="radio"/> School of Blackboard Template	Yes
[ABC1234]	
<input type="radio"/> Creating a Section S1 2008 Template	No

7. The Select Template window will open
8. Select the Template you would like to assign to the Section
9. Click on Select
10. Click Save.

Note: Section content assigned from a Template will have all files in the File Manager created as links to the original files in the Template. This enables changes made to files in the Template to be reflected globally to all Sections created from the Template. If files need to be modified locally in the Section, the files will need to be unsubscribed in the Section before they can be modified. If a file subscription is broken, it cannot be re-subscribed to the updated file in the Template files will need to be unsubscribed in the Section before they can be modified. If a file subscription is broken, it cannot be re-subscribed to the updated file in the Template.