

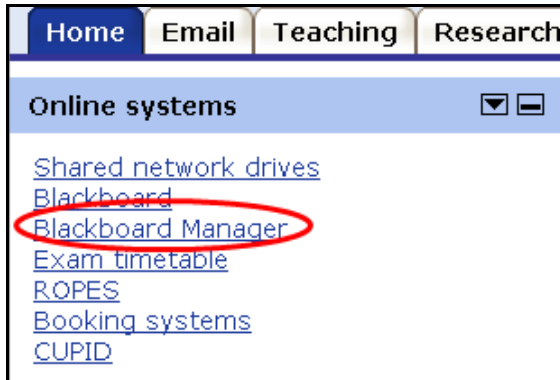
## Creating a new Course or Section

### Role: Administrators

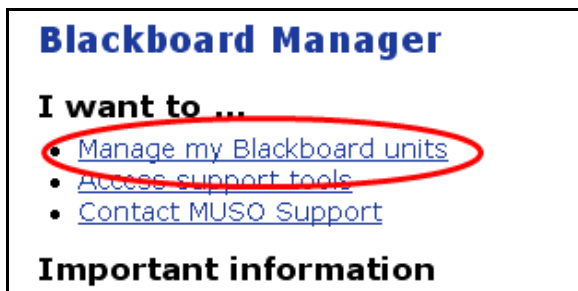
#### Creating a new course

Creating a new course, used to represent a unit, is achieved via the Blackboard Manager.

1. Access Blackboard Manager through the my.monash portal.

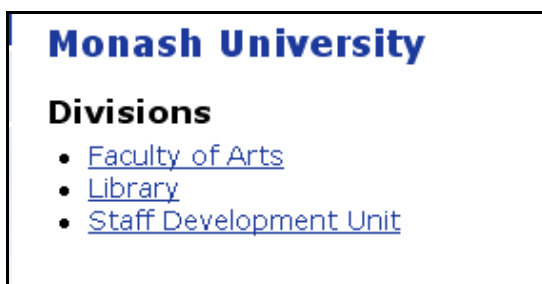


2. From the Blackboard Manager home page, select Manage my Blackboard units



This takes you to the highest common level for all your enrolments in Blackboard. If you have access to items within multiple Groups such as Schools or Departments, all within the one Division, you will see the Division level.

3. Select the Faculty or any other Division where you wish to create the course.



4. Then select your School or Group.

### Staff Development Unit

**Division actions**

- [Manage staff roles](#)
- [Create group](#)

**Groups**

- [Demonstration Sandboxes](#)
- [Migrated Courses](#)
- [School of ICT](#)
- [School of Ajanta's Play Area](#)
- [School of Blackboard](#)
- [School of Blackboard \(Sunway\)](#)
- [School of External 10](#)

5. Click on Create Course

### School of Blackboard

**Group actions**

- [Manage staff roles](#)
- [Create course](#)

**Courses**

- [Chalk 1022](#)
- [CHK1011](#)
- [CHK1022](#)

6. Fill in the Course name field. The convention for course names is to use the Unit Code e.g. ABC1234 as the Course Name.

### Create course

Your course name:

- will be seen by students (before the section name)
- may contain letters, numbers and spaces
- for readability, should have less than 30 characters.

Course name:

[Create course](#) [Cancel](#)

7. Click on Create Course.

**Confirm course creation**

Please confirm course name **ABC1234**

Once created you will be taken to the course.

[Confirm](#) [Cancel](#)

8. A confirmation screen is then displayed. Once the details have been checked and are correct, click Confirm.

You will then see the **Course actions** for the newly created course. You are now ready to manage Sections and manage Staff Roles within the Course.

**ABC1234**

**Course actions**

- [Manage staff roles](#)
- [Create section](#)

#### Creating a new section

A Section is a unit offering within a Course. Once a Course has been created you are ready to create a new Section within the Course. Navigate to the new Course by clicking on Manage my Blackboard Units in Blackboard Manager, then selecting your School or Group.

All Courses created for that Group are displayed.

1. Select the new Course created.

**School of Blackboard**

**Group actions**

- [Manage staff roles](#)
- [Create course](#)

**Courses**

- [ABC1234](#)
- [Chalk 1022](#)
- [CHK1011](#)
- [CHK1022](#)

2. Click on Create Section

**ABC1234**

**Course actions**

- [Manage staff roles](#)
- [Create section](#)

3. Fill in the Name field remembering the convention is the unit title.

4. Select the Location, Teaching period i.e. Semester information, and the Year.

5. Set the Section visibility dates, noting that the default start date is the date you are creating the Section, and the default end date is 5 months from that date. The visibility dates determine when the section is visible to students who are enrolled in the Section.

**Create section**

Your section name:

- will be seen by students (after the course name)
- will combine the name, semester, year and location fields below
- may contain letters, numbers and spaces
- section visibility specifies only when the section becomes visible to students enrolled in it.

Course	Name	Location	*Semester	*Year
ABC1234	<input type="text" value="Creating a New Section"/>	<input type="text" value="Clayton"/>	<input type="text" value="S2"/>	<input type="text" value="2009"/>

Section visibility	*Start date	*End date (Inclusive)
ABC1234	<input type="text" value="17 OCT 08"/> <i>(today)</i>	<input type="text" value="17 MAR 09"/> <i>(5 months away from start date)</i>

Fields marked with \* are compulsory.

6. Once you have completed all the information required on this screen, click the **Create section** button.

7. A confirmation screen is then displayed. Once you have checked that the details are correct, click **Confirm section details**.

**Confirm section creation**

Please confirm section name **Creating a New Section - Clayton - S2 2009**, visible from **17-OCT-2008** to **17-MAR-2009**.

Once created you will be taken to the section.



You will then see the "Section actions" for the newly created section.

**Creating a New Section - Clayton - S2 2009**

<p><b>Section enrolments</b></p> <ul style="list-style-type: none"><li>• <a href="#">Manage student access</a><ul style="list-style-type: none"><li>• <a href="#">Link units</a></li><li>• <a href="#">Manage cohorts</a></li><li>• <a href="#">Visibility dates</a></li><li>• <a href="#">Additional students</a></li></ul></li><li>• <a href="#">Manage staff roles</a></li></ul> <p><b>Section summary</b></p> <p><b>Creation Date:</b> 17-Oct-2008 12:35 <b>Visibility:</b> Currently visible to students From 17-Oct-2008 to 17-Mar-2009 <b>Last backed up:</b> N/A <b>Vista status:</b> Section waiting to be created in Blackboard</p>	<p><b>Section utilities</b></p> <ul style="list-style-type: none"><li>• <a href="#">Backup</a></li><li>• <a href="#">Allocate+</a></li><li>• <a href="#">Enable open access</a></li><li>• <a href="#">Delete this section</a></li></ul>
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You are now ready to manage Student access, Manage Staff Roles and perform other actions within this Section.

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**Note:** You can Backup up your Section by clicking on Backup under Section Utilities.

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