Set Up Your Course Sites in Blackboard

Prior to the beginning of each term you need to set up your Blackboard course sites. Courses are set up from within WebTools. The setup program runs approximately once per hour setting up all courses in its queue and enrolling students. Courses are automatically set to be unavailable to students, but instructors may view their courses.

Follow these steps to setup your courses in Blackboard:

1. Go to WebTools (From the main CSI website, hover over Faculty and Staff, move your mouse over Eagle Info, and then click on WebTools. Login information is the same as your network login.)

2. Click on Blackboard Courses.

3. Verify the Semester Displayed.

4. If you are teaching more than one section of a course you have the option to have the sections grouped together in Blackboard.

   Click on the check boxes next to the course sections you would like to have combined.

   This step will not be available to you if you do not teach multiple sections of a course.
A new combined course code line item will appear below the black semester line if sections have been grouped.

5. You can choose to use an existing Blackboard course as a template, or choose “No Template” (i.e. a new blank Blackboard course will be created).

6. Click Create Course (Courses automatically create and populate once an hour).

   **IMPORTANT:** Double-check your selections BEFORE clicking the Create Course button (there is no undo) – once a course is created in Blackboard you will not be able to log back into WebTools to change your settings, you will have to contact ITC staff to make changes to your course(s).

7. Once your course has been created in Blackboard you will see the following message in WebTools: