



Creating a CourseSite

Introduction

This quick sheet will assist you in adding/creating a CourseSite and with personalizing your CourseSite to make it an aesthetically pleasing learning environment. Before you start, please take a moment to review the technical prerequisites and conventions used within this document.

Technical Prerequisites

You will need access to:

- An Internet connection.
- A Web browser such as Netscape 4.0 or higher and IE 4.0 or higher that can accommodate both JavaScript and cookies.
- An e-mail account.

Conventions used in this Document

There are several formatting conventions used throughout this document. Please take note of the following formatting styles:

- Buttons and Links will be indicated in **BOLD**.
- Locations on the screen are indicated in *italics*.
- Tasks you perform are listed as STEPS.

Creating a New Course

Before you can access or build a course, you may need to create an account within CourseInfo.

Note: If your administrator has provided you with a username and password, you will not have to perform these steps.

Creating an Account

To create an account:

Step 1: Go to the URL provided by your administrator.

For example: <http://your.institution.edu>

Click here to create an account.

Click here to create an account.

COURSE ID	COURSE NAME	INSTRUCTOR
Astro102.05	Intro to Astronomy	(none)
Bio101	Intro to Biology	Lee Wang
BUSM2T	BUSM Zip Test	Sally Hunt
cats101	Making Cats Into Furniture	Joe Schmo
CIEC	Course Info Enterprise Conversation	Reidy Brown
EDU320	Electronic Research in Education	Greg Ritter
ENG-405A	Shakespeare 405	David Miller
ENG405	Shakespeare's Comedies	Greg Ritter
ENG498	Advanced Topics in American Lit	Greg Ritter
HIST101	World History III	Mike Rutherford
sc101	Sample Course 1	Teacher Teacher
Soc102	The Seven Wonders	Instructor Instructor
sperian101	Introduction to Sperian - 101	Teri Kestenbaum
timtest	timtest	Scott Perian
		Timothy Chi

Blackboard CourseInfo

Enter a subject or title here to search for a course.

You can modify the Global Gateway view by changing the Ordered By and Display criteria. Click Update to make the changes.

Note 1: You can change the view of the CourseInfo Global Gateway by changing the **Ordered By** and **Display** criteria. Click the **Update** button to make the changes.

Note 2: You can search for a course by entering keywords, such as the title or subject, in the text field. Click the **Update** button to search.

Step 2: Locate the **Create User Account** button.

Step 3: Fill out the *Personal Information* fields.

Personal Information	
*First Name	<input type="text"/>
Middle Name	<input type="text"/>
*Last Name	<input type="text"/>
*Email Address	<input type="text"/>

Step 4: Fill out the *Account Information* fields.

Note: Check with your administrator to determine if you are required to use an institution approved convention for the username.

Account Information	
*User Name	<input type="text"/>
*Password	<input type="password"/>
*Password (for verification)	<input type="password"/>

Step 5: Complete the *Optional Information* fields.

Optional Information	
Student ID	<input type="text"/>
Company	<input type="text"/>
Department	<input type="text"/>
Job Title	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Country	<input type="text"/>
Web Page	<input type="text"/>
Home Phone	<input type="text"/>
Work Phone	<input type="text"/>
Work Fax	<input type="text"/>
Mobile Phone	<input type="text"/>

Step 6: Click **Create New Account**.

Step 7: A receipt will appear. Record your Username and password in a secure location.

Creating a New Course

The CourseInfo administrator can permit instructors to create their own CourseSites. If you are not permitted to create your own CourseSite, the administrator will create the CourseSite and provide you with a link. If you have permission to create your own CourseSite the administrator will give you a URL to work within.

Note: Every course has a text-only coursesite associated with it upon creation. To access the text-only site, use the following example URL, superimposing your institution name: <http://www.yourinstitution.edu/textonly>.

To create a CourseSite:

Step 1: Go to the URL provided by your administrator.

For example: <http://your.institution.edu/generate.html>

Step 2: Fill out the following sections:

- Instructor Information

CREATE A NEW COURSE

INSTRUCTOR INFORMATION

Create New Account

First Name:

Middle Name:

Last Name:

Email:

User ID:

Password:

Retype Password:

OR

Select Existing Account

Current Instructors:

Note: If you have used CourseInfo before to create a course, you can select an existing account from the pull down menu.

- Course Information

COURSE INFORMATION

Course Name:

Course ID:

Description of Course (optional):

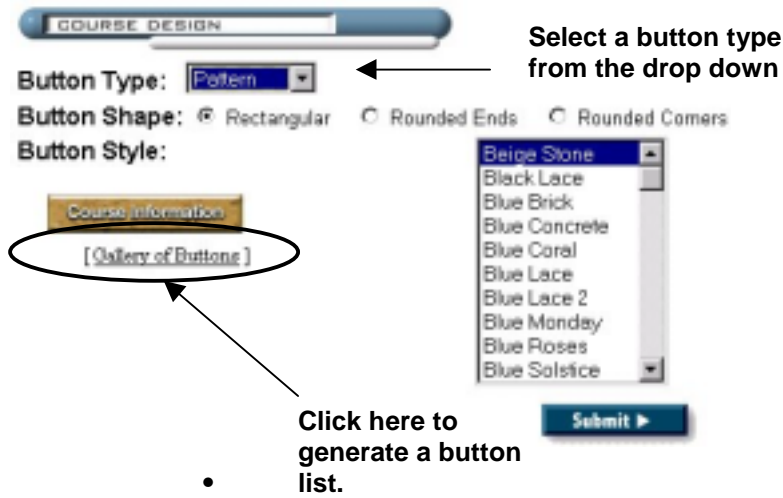
Each Course ID must be unique.

Subject Area:

Please select the Subject Area for this course that best fits the selection below. When using the 'Resources' button within each course, your course resources will be geared towards the Subject Area that you have selected below.

SELECT A SUBJECT AREA

- Course Design



- **Note:** To view examples of each button, click the **Gallery of Styles** button, then use the **Back** button on the browser to return to the form.

Course Cartridge: (Optional)

If you don't have the course cartridge in .zip format available locally:

- 1) Take a trip to [Blackboard's Course Cartridges Library](#)
- 2) Go to the publisher of your choice
- 3) Select your cartridge and follow the instructions for download

After downloading the cartridge, please click the *Browse* button below and look for the cartridge on your local computer.

Note 2: You can use a course cartridge from a publisher (with fancy assessments, block links, etc.) to create your course by importing the material in the **Course Cartridge** section.

Course Generated!

[Please Copy Down This Information]

Course Name: BingoBasics
Course ID: BingoBasics
Description: Bingo for the beginner
URL to Course: http://beta.blackboard.net:80/courses/BingoBasics
Created by: Helen David
Email: hd@none.com
Username: grandma

[View New Course BingoBasics](#)



Click here to access
the CourseSite.

Step 3: A receipt will appear with a link to your new CourseSite. To access the CourseSite, click **View New Course**.

Note: Retain the URL in your records. Consider creating a *bookmark* with the browser for easy access.

To learn about adding content to your CourseSite, refer to the CourseInfo v. 4.0 **Instructor Manual**.

Contact Information

Please contact Blackboard, Inc. for information on upgrades and enhancements to CourseInfo v. 4.0 by using the following contact information:

Web Page	Address	Phone Number
www.blackboard.com	1899 L Street, NW	1-800-424-9299
	5 th Floor	
	Washington, DC 20036	

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