Instructor Responsibilities

As a Blackboard instructor, you are responsible for certain aspects of your online course, both at the beginning of the semester and the end of the semester. The following instructions will give you the information needed to understand and complete these responsibilities.

Start of the Semester

Make your Course Available

In order for your students to see your course once the semester has started, you'll need to make your course available. Some instructors choose to make it available before the start of the semester, others the day the semesters start or the first day of their specific class.

1. Navigate to https://blackboard.towson.edu
2. On the left hand column, find the **Qwickly** module
3. Expand the **Course Availability** option
4. Toggle the switch **On** to allow students to see the course

Request Course Combine

If you are teaching more than one section of the same course, a course combine allows you to have one site for all enrollments, and only one place to upload documents or create assignments or tests. ***Please note***: *if you merge two or more sections of a course, the individual sections will not be available to students, so everything will need to be posted to the merged site. It can take 2-3 business days for the request to process.*

1. Navigate to https://blackboard.towson.edu
2. Log in using your **NetID** and **password**
3. On the left hand column of the homepage, locate the **Tools** box
4. Select **Faculty Course Combine Request**
5. Enter your **name** and **email**
6. Enter the **Course ID** and **Section numbers** of all courses to be combined

Copy an old course into your new course

Copying an old course into your course for the current semester stops you from having to re-upload all your documents, creating your assignments or tests, and setting up your grade center. Copying a course will only copy things you set up, it will not include any student names or submissions.

1. Enter the old course you want to copy
2. On the **Course Management Menu**, expand **Packages and Utilities**
3. Select **Course Copy**
4. Leave the **Select Copy Type** on **Copy Course Materials into Existing Course**
5. Next to **Destination Course ID**, click **Browse**
6. Select the course you'd like to copy the materials into and click **Submit**
   Note: you can only copy to one course at a time. If you need to copy into multiple sections, you'll need to go through this process for each new course
7. Under **Select Course Materials**, choose **Select All**

8. We suggest scrolling down to **Discussion Boards** and choosing **Include only the forums, with no starter posts**. Choosing this option brings only the forum, and leaves out the individual student's posts from the old course.

9. Click **Submit**

10. It will take anywhere from 1 minute to 30 minutes to copy, depending on the size of the course.

Verify Enrollments

Since Blackboard is not the official place of enrollment, please make sure to check your enrollments in Blackboard against the official roster in PeopleSoft.

1. Log into your **Faculty Center** and open the roster for your course

2. Log into **Blackboard** and enter the course

3. On the **Course Management Panel**, expand **Users and Groups**

4. Select **Users**

5. Your list of users should appear. If not, change the **Contains** drop down menu to **Not Blank**, clear anything in the text box and click **Go**

6. If anyone is incorrectly listed on your course in Blackboard without being in PeopleSoft, or there are users in PeopleSoft that are not listed in Blackboard, please contact Blackboard Support.

End of the Semester

Make your course unavailable

At the end of the semester, you can make your course unavailable to students, preventing them from accessing the materials inside your course.

1. Navigate to https://blackboard.towson.edu

2. On the left hand menu, find the **Qwickly** module

3. Expand the **Course Availability** option

4. Toggle the switch **Off** for the course to become unavailable.

Export Course

Exporting your course allows you to keep a copy of our course locally on your computer. Exporting your course is extremely helpful if you only teach this course once every few years, as we only keep the past 2 years of courses on Blackboard, and 3 years before that in our archives. This copy of your course is not readable without a Blackboard system.

1. Log into Blackboard and enter your course

2. On the **Course Management Panel**, expand **Packages and Utilities**

3. Select **Export/Archive Course**

4. At the top of the page, click **Export Package**

5. Your current course will be selected as the **Source Course**

6. Scroll down to the **Select Course Materials** section and choose **Select All**

7. Click **Submit**

8. Refresh the page to view your **ExportFile.zip** folder

9. Click the **ExportFile.zip** link to download the package to your H drive

Entering Grades

Because Blackboard is not the official roster or place to enter grades, you'll need to make sure to log into PeopleSoft and enter your grades there.

Preparing for the next semester

To prepare for the next semester, there are a few things to do to start planning. Make sure to request course combines as soon as possible, since it can take 2-3 business days for the combine to be completed. Once you've combined your courses or are ready to start uploading information to your courses, you can copy your old course into your new course or start fresh with a blank course. Courses for upcoming semesters start appearing in Blackboard approximately 120 days before the semester starts.