You have the option of either:

A) requesting a new (empty) course shell
B) reusing a course you have already created and used in Blackboard
C) requesting that TLC staff make a copy of one of your courses

A) To request a new (empty) course shell, complete the New Course request form:
- Visit icc.edu/tlc
- Select the “Request a New Blackboard Course” Quick Link
- Complete and submit the form

B) To reuse a course you have already used in Blackboard, it needs to be cleaned out and updated prior to requesting a batch enrollment (see reverse side) for the new semester:

1. Ensure that all students, statistics, and other information from past semesters has been removed (refer to the “Ending a Semester” guide for step-by-step instructions)
2. Update information within your site – review items such as the syllabus, your contact information and office hours, assignment schedules/course calendars, and class policies
3. Review the Announcements, and delete or update them as necessary; also set dates for announcements to display as necessary (all announcements can be removed within the Bulk Delete process)
4. Remove assignments and other materials you are not using this semester, or make them unavailable to your students – this includes materials provided by the textbook publisher when you are no longer using the book
5. Review your current assignments – update instructions, attachments, point values, and due dates as needed
6. Review discussion boards, blogs, wikis, and journals – delete entries from previous students, update instructions, check due dates and point values for any graded forums
7. Review manually-created columns within the Grade Center – remove any manually-created columns that are no longer needed, update due dates, add new columns as needed (for assignments to be submitted in-person, rather than via Blackboard)
8. Organize columns within the Grade Center (from the Manage > Column Organization option), and hide/unhide as needed (hiding columns within the Grade Center only hides them from the instructor; students can still see these in their My Grades area); use Hide from Students to hide columns from students
9. Check all links to ensure they are functioning correctly – this is especially important for external links, which could have changed or might have been removed from the Internet since the course was last used
10. Check availability settings for course content, discussion boards, announcements, tests/surveys, and assignments

C) To request a copy of a current course, use the New Course request form (see part A):
If you would like to have a copy made of one of your current courses (for example, if you are teaching two sections of the same course), you can request a course copy from the New Course Request form.
It makes sense to request a batch enroll if you have more than 15 students enrolled in your course. You may also manually enroll students within the Users area of your course (see the User Management section below for instructions), if you prefer.

To batch enroll students, complete the Batch Enroll request form:
- Visit icc.edu/tlc
- Select the “Blackboard Batch Enrollment Request” Quick Link
- Complete and submit the form
  - **What is the Blackboard Course ID?**
    This is used only for existing sites and can be found within the Customization > Properties area of the Blackboard Control Panel for each site. Simply copy the course ID; then paste it into the batch enroll request form.
  - **What is the Class Number?**
    This is the 4-digit class number found on your eServices class roster or in the class schedule.

- Batch enroll requests are handled during TLC hours in the order they were received – using the form with correct information will expedite the process. If you do not find your students enrolled within 48 hours of submitting your request (not including weekends and holidays), contact the TLC staff.

- Failure to remove former students before a batch enroll request is processed will result in adding the new/current students to the roster of former/past students in your Blackboard site. See the “Ending a Semester” guide for archive and bulk delete instructions.

- If your batch enroll request is completed before you are ready for students to access the course site, you can change availability settings within the Customization > Properties area of the Control Panel of a Blackboard’s course to limit students’ ability to enter the site.

A batch enroll is a snapshot of your roster from eServices at the time the batch enroll was processed – there is no link between the roster in eServices and the roster in Blackboard. It is best to request the batch enroll no earlier than one week before the class is scheduled to start to ensure a more accurate roster.

If your class enrollment changes, you must add or remove students manually within the Users area of your Blackboard course (see below for instructions).

### User Management

You can manually enroll students in your Blackboard course (this might make more sense and happen more quickly than requesting a batch enroll if you have less than 15 students). Remember - if you do request a batch enroll, you still need to manually manage any changes that appear on your eServices roster within your Blackboard course site.

1. Click on the Users/Groups area within your Blackboard course site Control Panel, then select Users.
2. Click on the Find Users to Enroll button near the top of the screen.
3. If you know the students’ usernames, you can type those directly into the username box. Multiple usernames should be separated by commas and spaces. If you do not know students’ usernames, click on the browse button to search by first or last name.
4. Once the usernames have been entered, click Submit.

**Note:** It is possible for a student to be listed on an eServices roster and not yet be available in Blackboard. Updates are run each morning, so check back daily to see if the student username appears in Blackboard.

**NEVER** remove a student from your Blackboard course site once the semester has begun. Instead, click the dropdown circle next to the students’ username in the Users’ area, and select Change User’s Availability in Course. Changing a user’s availability to ‘No’ restricts the student from accessing the course yet retains the student data should you need it in the future (if the student reenrolls or for date of last attendance information).