



Course Creation

Policy

Courses shells within the Blackboard System are generated automatically from course information input from the Colleague System prior to the start of each semester by a process known as Snapshots.

Courses not in Colleague will not be created in Blackboard. A request for adding a course must be submitted to the University Scheduling by your department with proper approval. Once the process is complete in Colleague, snapshots runs and loads the shells into Blackboard. For non course shells, please request an organization

Only courses with student enrollments will be created. Courses become available to instructors within the first week of registration for that semester. Courses will not be created prior to the automatic course creation process.

Courses for the fall.....are created in April

Courses for the spring.....are created in November

Courses for the summer.....are created in April

The instructor is responsible for adding course content to their Blackboard shells. Instructors needing a Blackboard shell for purposes other than university scheduled courses should request a Blackboard Organization shell.

Procedure

See Snapshots



Helpdesk
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helpdesk@twu.edu
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Blackboard Support
940-898-3706
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