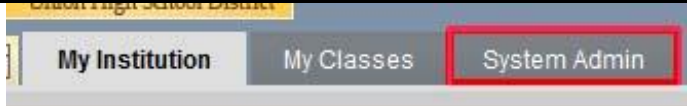

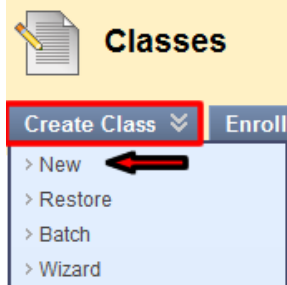


Creating a Class

This will show you how to create a class for a teacher on Blackboard. In order to create a class you will need to have System Administrator or Learning Environment Administrator rights. Here is the information you will need from the teacher to create their user account

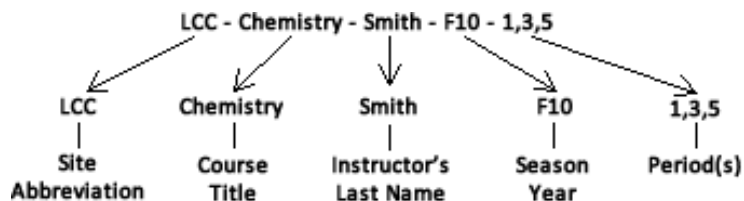
- Last Name
- Course Title
- Course ID Number
- Season/Year of Course
- Period (if necessary)

<p>Step 1</p> <p>Select the Tab titled "System Admin"</p>	
<p>Step 2</p> <p>Select the "Class" link under the User Box</p>	
<p>Step 3</p> <p>Hover the mouse over the "Create Classes" button and select "New".</p>	

Step 4
Entering the Class Name

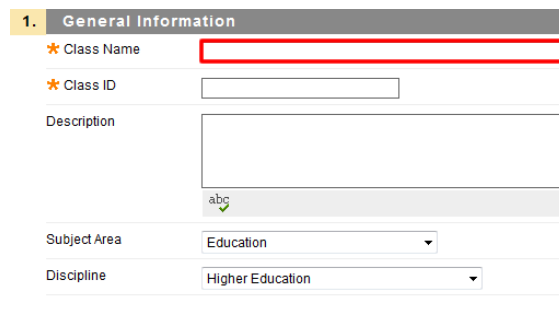
Type in the "Class Name" using the specific nomenclature below:

- **XX – Course Title – Instructor's Last Name – SeasonYear – Period**
 - **XX** – Represents the school site abbreviation. Please see the end of this document for a common list of the school site abbreviations.



Key Features:

1. Spaces between each dashed line.
2. The Season is abbreviated "F" for Fall and "S" for Spring
3. The period(s) can be separated by commas.
4. There is no requirement to separate classes by periods.

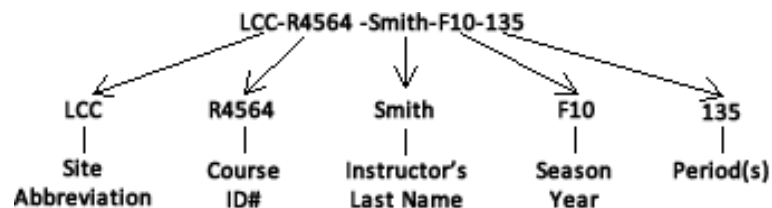


Step 5

Entering the Class ID (IMPORTANT)

Type in the "Class ID" using the specific nomenclature below:

- **XX-CourseID#-InstructorLastName-SeasonYear-Period**
 - **XX**- Represents the school site abbreviation. Please refer to the end of this document for a common list of the school abbreviations.



1. General Information

* Class Name

* Class ID

Description

Subject Area

Discipline

Key Features:

1. There can be **NO SPACES** between the dashes
2. You must have the proper Course ID #
3. The Season is abbreviated "F" for Fall and "S" for Spring
4. The periods **CANNOT** be separated by commas.
5. There is no requirement to separate classes by periods.

Step 6

Complete the "Subject Area" by selecting the appropriate subject from the drop down menu.

Then select the "Discipline" for the subject area. More than likely it will fit under the category of "Elementary and Secondary Education"

1. General Information

* Class Name

* Class ID

Description

Subject Area

Discipline

Step 7

Once you have completed any of the other optional settings select "Submit", at the bottom of the page, to post the course to Blackboard.

You will then need to notify the teacher their course has been created and they will then be able to auto enroll as the teacher of the class.

Site Initial Key:

Site Initial	Site Name	Site Initial	Site Name
CCA	Canyon Crest Academy	NC	North Coast Alternative
CV	Carmel Valley Middle	SDA	San Dieguito Academy
DNO	Diegueno Middle	SS	Sunset Alternative
EW	Earl Warren Middle	TP	Torrey Pines High
LCC	La Costa Canyon High		