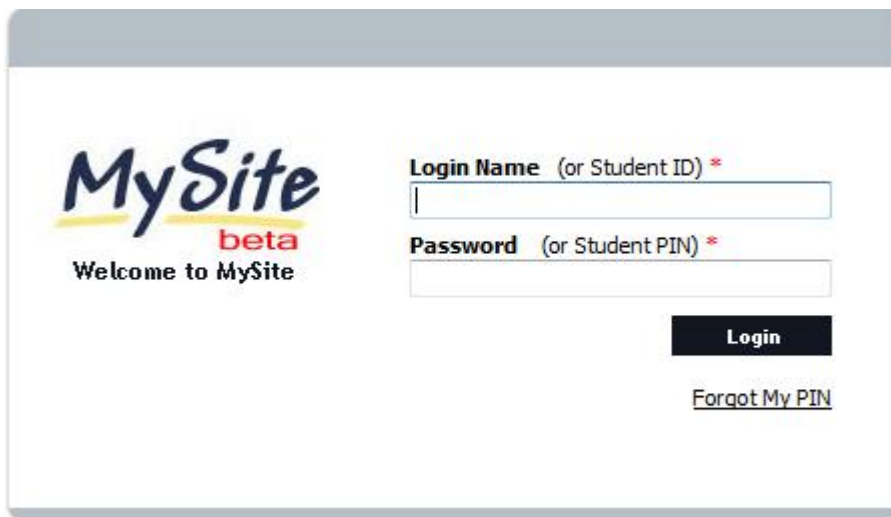


How to Create New Semester Course Shells

Although MySite and Blackboard process is automated, there is a step you will need to complete in order to create new course shell or associate your course ticket numbers with Blackboard.

Step1: Log into MySite as you normally would






The image shows the MySite login page. On the left, there is the MySite logo with 'beta' underneath and 'Welcome to MySite' below that. To the right of the logo, there are two input fields: 'Login Name (or Student ID) *' and 'Password (or Student PIN) *'. Below these fields is a black 'Login' button and a link for 'Forgot My PIN'.

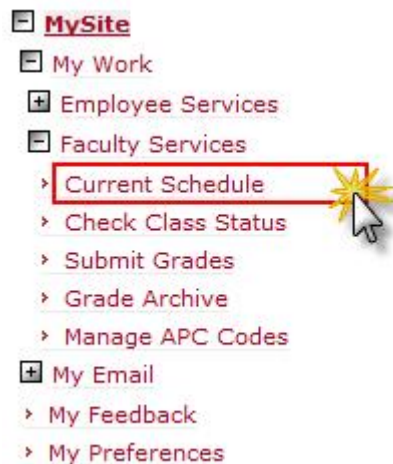
MySite is a service of [South Orange County Community College District](#).

Step 2: Once you log on MySite, on the left of MySite screen is navigator panel.



Step 3: Browse to your work and current schedule by simply

1. Click on the  icon on My Work (one click only)
2. Click on the  icon on Faculty Services (one click only)
3. Click on the  icon on Current Schedule; make sure you are on the correct semester.



Step 4: Find the ticket number of the course you want to Create new course shell or associate with Blackboard and select "Manage" (under the website Category)

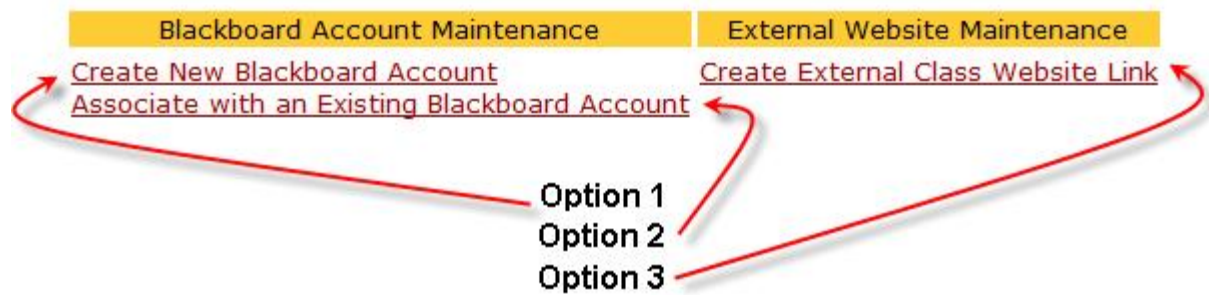
| Class Schedule | | | | | | | | | | |
|----------------|--------|---------------------|-----------|------------------------|--------|--------|-----|---|---------------------------------|--|
| Ticket | Course | Title | Date/Time | Room | Status | Enroll | Cap | Email | Roster | Website |
| 123456 | ITC 1 | Future Technology 1 | W | HS 207 | Closed | 20 | 45 |  | Download Roster | Manage  |

Click on "Manage" again on the next screen.



Make sure to locate the correct ticket # as the order may be different or changed from previous

Step 5: Below are options to maintain your course ticket. Select the option that best suits your needs. However, the best option is "Create New Blackboard Account." This option will give you a brand new empty course shell. You can create the course from scratch or copy materials from an existing course you have in Blackboard.



🔗 **OPTION 1:** Create a new BB Account = actually creates the ticket number in Blackboard and automatically generates your bb **EMPTY** course shell associated with the ticket number. Your roster is uploaded to Blackboard automatically.

🔗 **OPTION 2:** Associate an existing BB account = already created accounts in BB are associated with the new semester ticket numbers so all your rosters are placed in that course. This option will prompt you. Your roster is uploaded to Blackboard automatically.

🔗 **OPTION 3:** Create External Class Link = external links can be created to other outside urls (not just blackboard) – **THIS IS AN EITHER OR not both!** IF YOU ASSOCIATE WITH AN OUTSIDE TICKET, YOU CAN'T ASSOCIATE A BB ACCOUNT

Step 6: By **DEFAULT** setting for the course is “unavailable.” You will need to make the course available manually in Blackboard when you are ready for the students to have access.

In your Blackboard course, select **Control Panel** -> **Settings** -> select Available **Yes** -> **Submit**.