

Welcome.

In this tutorial you'll learn how to activate the Blackboard component of your courses, merge sections if applicable, and enable students to access the online course space.

1. Activate your courses
2. Merge sections
3. Enable courses to allow student access

Let's get started.

To access Blackboard Learn, login to learn.wsu.edu

On the homepage you'll see a list of your courses under My Courses. If you don't see the courses you are scheduled to teach, please work with your department to ensure you are assigned as an instructor in zzusis.

Before you can add content to your course or give students access, you must first activate the course space.

If you have multiple sections of a course, first decide how you want to manage those sections.

You have two options:

1. You may Activate a parent course then merge sections with the parent course.
This is a great option if you plan to use the same content for each section while managing components like the gradebook for each section.
2. Or, you can Activate sections separately. Choose this option if you have unique content for each section or if you only have one section of a course.

Here's how to activate a parent course and merge sections:

Select a section of the course you want to make the parent, and click Activate.

Notice that the course ID is now an active hyperlink, and the course sections are listed below it.

Click Merge next to the sections you want to merge with the parent.

Congratulations! You are now ready to work in the course space. To do so, select the course ID link.

If you have an existing course with content that you want to copy into your new course space, start in the original course space and follow [these steps](#) to copy the content into your newly activated course space.

If for some reason you need to unmerge a section, simply return to your "My Courses box" and select "remove" next to the section you will be deleting.

When you are ready to allow student access, click Enable.

Here's how to activate sections individually:

Select Activate next to each section.

Notice that the course ID is now an active hyperlink.

Congratulations! You are now ready to work in the course space. To do so, click on the course.

If you have an existing course with content that you want to copy into your new course space, start in the original course space and follow [these steps](#) to copy the content into your newly activated course space.

When you are ready to allow student access, click Enable.

Please note that all the actions you take to activate, merge and enable your courses are in real time, so there is no waiting for someone else to finalize your changes. If you require assistance merging or activating your courses, the WSU Global Campus team is here to assist you. Just email online.registrar@wsu.edu. For other Blackboard support, email migrationhelp@wsu.edu.