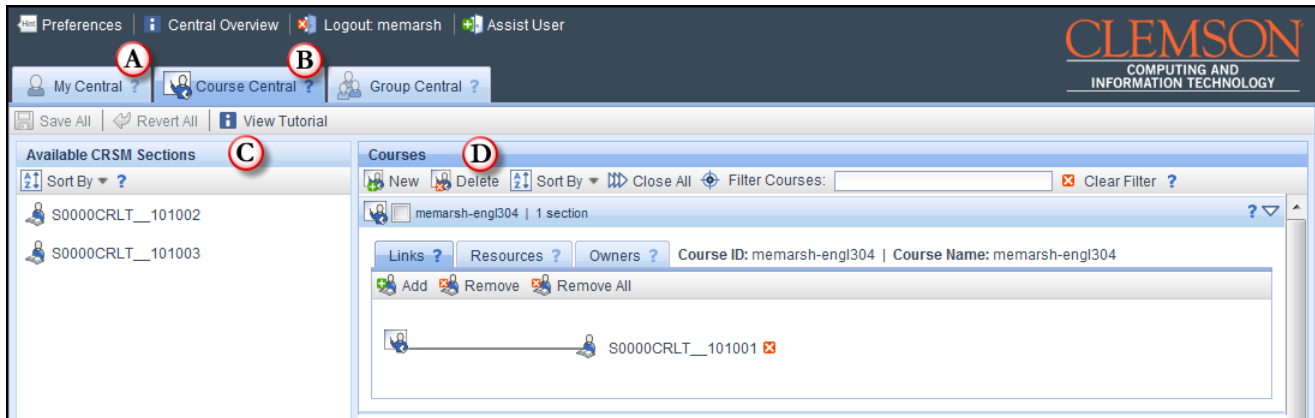


Course Central

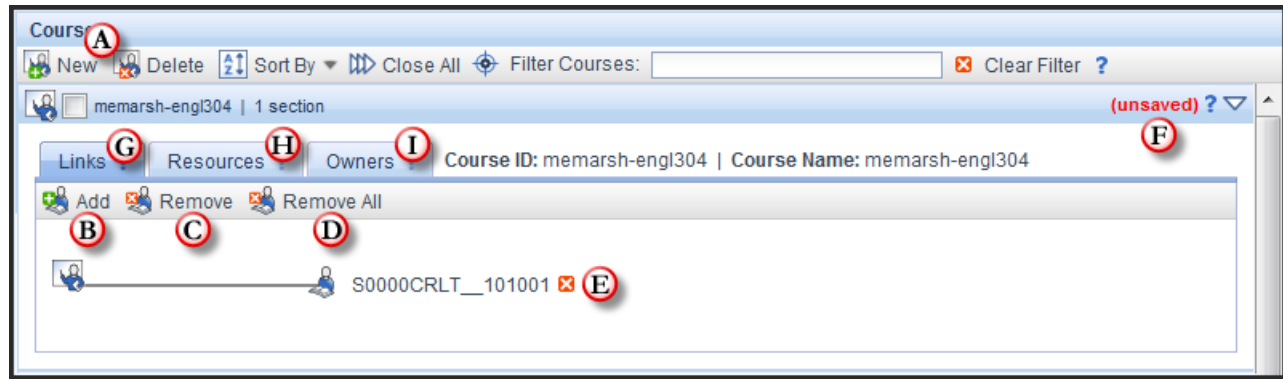
Course Central is the new tool that you can use to link your courses to Blackboard at the beginning of each semester. This is also the tool you can use to create a Mailing List for your class.

IMPORTANT: Firefox 3.5 and above is the only supported web browser for Course Central on a Windows Operating System. Firefox 3.5 and above and Safari 5.x are the only supported web browser for Course Central on a Mac OS. Please be sure you are using one of these supported browsers before accessing Course Central.

Course Central can be accessed by navigating to the following URL: <http://central.clemson.edu> or from the Courses tab in Blackboard Learn. **All actions should be taken from the Course Central tab.**



Buttons/Sections	Description
	This tab is where you can find Mailing List information. You can also determine which courses and workgroups have Blackboard components from this tab.
	All actions should be taken from the Course Central tab. Use the features on this tab to create new Blackboard Learn courses, link courses, and create Mailing Lists and Shared Spaces for Blackboard Learn courses.
	This section of the screen provides you with a list of the Sections you are currently registered to teach.
	This section of the screen provides you with a list of the Blackboard courses you are currently listed as an Instructor for.
	Save All, saves all changes that you have made.
	Revert All, is not to be confused with Undo. It reverts any changes that have been made, not just one change at a time.



Button	Description
	The New button allows you to create a new Blackboard Learn course.
	The Add button allows you to link multiple Sections to your Blackboard Learn course. Press and hold the Shift or the Ctrl key to select multiple sections.
or	The Remove button allows you to unlink the selected Sections from the selected Blackboard Learn course.
or	The Remove All button allows you to unlink all Sections from the selected Blackboard Learn course.
	Unsaved indicates you have made changes and they are currently unsaved. If you exit the system before clicking Save All , all changes made will be lost.
	The Links tab is where you can view the Sections that are linked to a Blackboard Learn course.
	The Resources tab allows you to enable a Mailing List and/or a Shared File Space for your Blackboard Learn course.
	The Owners tab allows you to add additional Instructors and TA's to your Blackboard Learn course.

Linking your Blackboard Learn Course

1. In the **Courses** area, locate the Blackboard Learn Course to link to your Section.
2. Click the triangle at the right to expand the course.
3. Next, locate the Section to link to the selected Blackboard Learn course in the **Available Sections** area.
4. Drag and drop the Section to link to a selected Blackboard Learn course. Alternatively, you can use the **Add** button.
5. The Section is displayed on the **Links** tab of the Blackboard Learn course. Notice that on the right side of the Blackboard Learn course the words **(unsaved)** are highlighted in red. At this point this course has not been saved.
6. To save this link, click **Save All**.

Creating a New Blackboard Learn Course

1. Click the **New** button in the Courses area toolbar.
2. The Create Course pop-up window will be displayed.
3. The beginning prefix of your course will be displayed. For example, if your UserID is MEMARSH, your **Course ID** will begin with MEMARSH. There is a limit of 24 characters.
4. Enter additional course identifiers in the field provided. For example, if your class code is CU101, you could enter CU-101. **Note:** No special characters allowed. Hyphen (-) and Underscore (_) are allowed characters.
5. Then click **Create**.
6. The new course will be displayed in the **Courses** area. Notice that on the right side of the course the words **(unsaved)** are highlighted in red. At this point this course has not been saved.
7. To save this new course, click **Save All**.