



DESIGN & DEVELOPMENT

OPERATIONS

BUILD PROCESS – NON S2P COURSE

Version 1

LEARNING OBJECTIVES

Upon completion of this training manual, users will be able to:

- ✓ How to Create BUILDs
- ✓ How to distribute the information
- ✓ Who to enroll
- ✓ What documentation to use

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OVERVIEW

Please note: This process is started when the College sends over a Curriculum Development Request (CDR). The CDR is shared with the ID Director to assign a resource before the BUILDs are created.

Creating the BUILDs

1. Click on the SYSTEM ADMIN button in Blackboard.
2. On the left hand side, under *Courses* click on COURSES.
3. To the right, click on COPY COURSE.
4. Under *Source Course ID*, enter the template name, 2020_Template.
5. Under *Destination Course ID*, enter in the BUILD name for the course:
 - a. Naming convention should follow: ABC123_BUILD_6
 - i. ABC123: Course Acronym and Number
 - ii. BUILD: Shows course is in development
 - iii. 6: Number of weeks
6. Click on SUBMIT.
7. Click on SELECT ALL.
8. Click on SUBMIT.
9. When the email generates, confirming the copy is complete, CLICK the DROP DOWN ARROW.
10. Click on EDIT.
11. COPY AND PASTE the *Course ID* into the COURSE NAME.
12. After the *Course ID*, enter the COURSE NAME and TEMPLATE/ICC USAGE.
 - a. Example: COMM315_BUILD_6 Design Thinking (2020 Template – No ICC)
 - b. Example: COMM315_BUILD_6 Design Thinking (2020 Template)
13. Click on SUBMIT.
14. Click on the DROP DOWN ARROW.
15. Click on ENROLLMENTS.
16. Click on ENROLL USERS.
17. Enter in the USERNAME of the *Developer* in the *Username* box.
 - a. Developer is identified on the CDR.
18. Change the *Role* to INSTRUCTOR.
19. Click on SUBMIT.
20. Repeat steps #3-19 for each additional course listed on the CDR.



When all above steps are complete, send an email to the Developer notifying them that the shell(s) for development have been created. CC Program Manager, Instructional Designer, and the College AA.

Estimated time: 15 minutes, per Course

VERSIONS

Version	Date	Developer Name	Description of Changes
1	03082018	Liesl Grubbs	New Template
2	06092021	Liesl Grubbs	Process Updates

DISCLAIMER

Process for this Training Manual is outlined using Mozilla Firefox browser; screen captures may vary if utilizing a different browser but the steps are the same.

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