



DESIGN & DEVELOPMENT

OPERATIONS

MASTER CREATION PROCESS

Version I

LEARNING OBJECTIVES

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

- ✓ How to Create a Master
- ✓ Naming Conventions
- ✓ Who to notify
- ✓ Process of Approval

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OVERVIEW

Please note: This process is at the end of development. Upon completion of the Mock Student Review, notification is sent to the Operations Specialist. The Operations Specialist will remove all Mock Student data (Discussion Board threads) and all enrollments from the course (clear the grade center). The Dean and Assistant Dean will be enrolled into the BUILD. The Operations Specialist will reach out for Dean Approval. This template email will include:

- The NAME of the BUILD.
- The FINAL APPROVAL due date.

**The following steps happen upon the receipt of Dean Approval and changes made.*

MASTER CREATION

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 BUILD ID.
 - a. Example: COMM315_BUILD_6_OL
5. Under *Destination Course ID*, enter in the MASTER name for the course:
 - a. Naming convention should follow: ABC123_MASTER_6_OL (_OL and _IC are determined per Program)
 - i. ABC123: Course Acronym and Number
 - ii. MASTER: Shows course is in production, development is complete and approved
 - iii. 6: Number of weeks
 - iv. OL: Format (OL: Online; IC: In Class/Flipped Class; HB: Hybrid)
 1. Format is only utilized for S2P-coded courses.
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. Change the 'BUILD' reference to 'MASTER'.
12. Click on SUBMIT.
13. Click the DROP DOWN ARROW.
14. Click on ENROLLMENTS.
15. Click on ENROLL USERS.
16. Enter in the USERNAME of the *Program Director* in the *Username* box.
17. Change the *Role* to SP PROGRAMDIRECTOR.
18. Click on SUBMIT.

Estimated time: 15 minutes, per Master/Course

Re-Snapping a Course (Late Development)

1. Click on the SYSTEM ADMIN button in Blackboard.
2. On the left hand side, under *Courses* click on COURSES.
3. Search the COURSE that needs to be re-snapped.
4. To the left, click on the CHECK BOX on the course(s) that is needed.
5. Click on DELETE.

Note: Course will re-snap with the next snapshot run (every 3 hours).

Estimated time: 5 minutes, per Course.

VERSIONS

Version	Date	Developer	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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