

## How do I activate my course in Blackboard?

Blackboard courses are not activated in Blackboard. Once your School Office has set up the course it is the role of the Academic Lead to activate all course units using their [my.manchester](http://my.manchester) portal.

**1.** Log into <http://www.staffnet.manchester.ac.uk>

**2.** Click on the link to Blackboard and log in

**3.** From the top menu, click on MyManchester

**4.** Click on Teaching/view all

**5.** Click on the link near the bottom of the list

**6.** Click on the Future tab to see your 2017/2018 courses

**7.** Click on the red **A** icon to begin the activation process

Courses that are ready to be activated will have an "A" next to them – select this to activate. You will need to decide whether to "Activate and roll forward" (bringing in the content from the previous year) or "Activate" (an empty course template). Select the appropriate option and click "Activate".

Within 48 hours of activating your course, it should appear in your list of courses on your Blackboard welcome page.

For further guidance, please refer to this [Knowledge Base article](#).

If you are still having problems editing your course, check your access rights within the course or contact the eLearning Team via the [Support Portal](#).