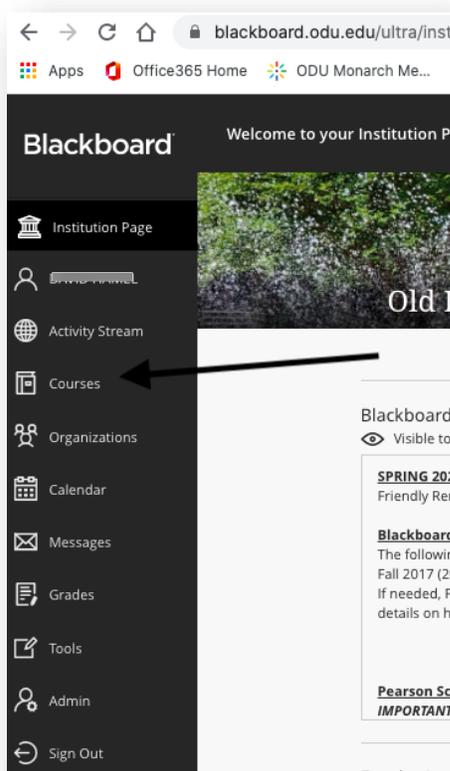


Merging Blackboard Courses and FERPA

Due to FERPA privacy rules, merging Blackboard courses **requires each faculty member to take these specific actions within the master course when courses are merged within Blackboard.**

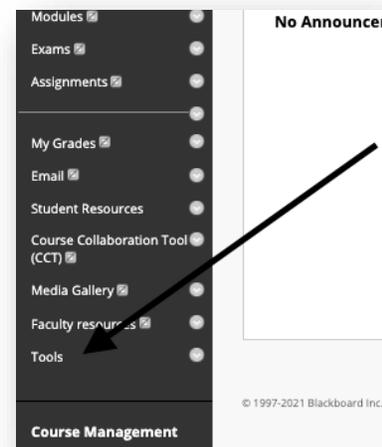
Even if the tools listed below are not used within a course, they **ALL MUST BE TURNED OFF** prior to making the course available to students. Once course groups have been created tools will become available inside each group where assignments and actions for each section can be taken.

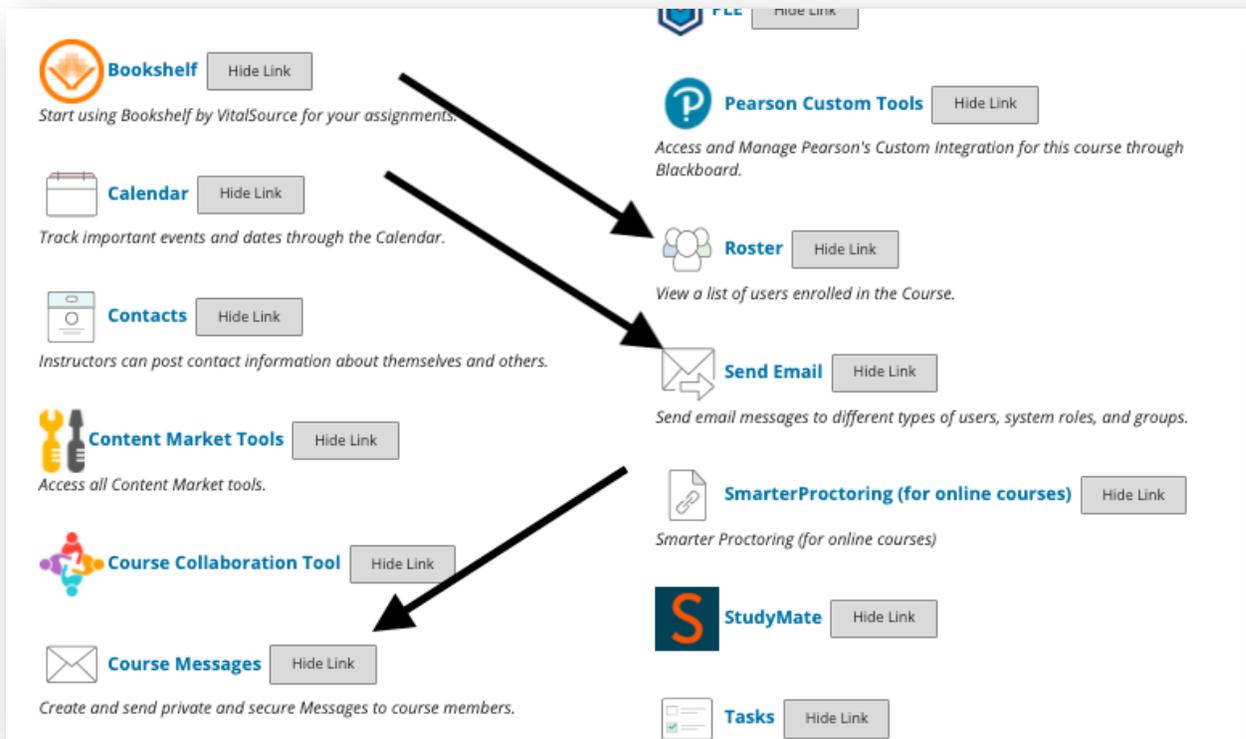


Log into Blackboard at <https://www.blackboard.odu.edu> using your *Midas ID* and *password*.

Once logged in click on the **Courses** option from the main menu and locate and access the master course where courses were merged into.

From the course menu select the **Tools** option.





From the **Tools** page, locate each of the following tools and turn each tool *OFF* by clicking on the **"Hide Link"** option to the right of it.

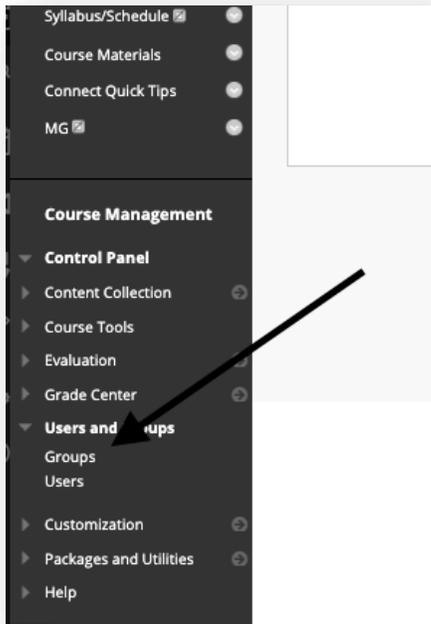
- a. Blackboard Collaborate Ultra
- b. Course Messages
- c. Discussion Boards
- d. Journals
- e. Roster
- f. Send Email
- g. Wikis

"Self and Peer Assessments" can only be used within course groups as defined below.

Instructors must set up course groups with each master course, where each group contains a membership to reflect the enrollment of the individual source course sections that were merged.

For validation, enrollment for each course section merged can be obtained directly from LeoOnline.

When done this way, each course group will have its own homepage with links to configured course tools to help students collaborate. Configured this way, only instructors and group members will have access to the tools within each group.

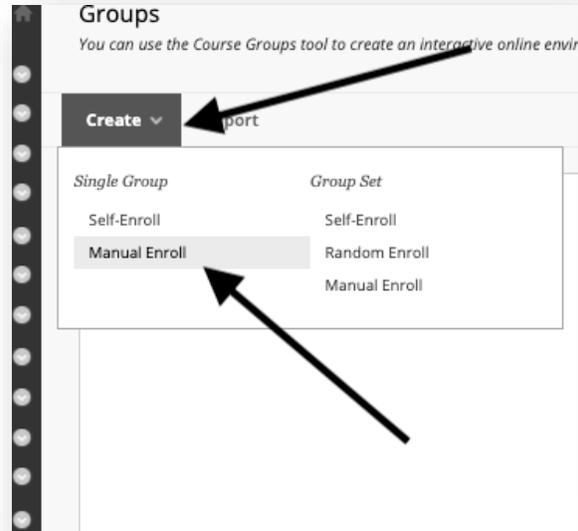


To setup groups in Blackboard, go to the **Control Panel** menu in the course. Select the option for **Users and Groups** and Select **Groups**.

On the Groups page, select **Create**.

In the *Single Group* list, select **Manual Enroll**.

Alternatively, if you would like to create multiple groups, with the same settings, you can select **Group Set** then select **Manual Enroll**.



GROUP INFORMATION

* Name

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B *I* U ~~S~~ Paragraph Arial 14px

\times^2 \times_2

this is one group

Type a **Name** and optional **Description** for the group. Immediately below the Description, make the group visible to students (check box).

To activate tools within the group, select the check boxes for the course tools you want to make them available to the group.

Tools that are available:

- Blogs
- Discussion Boards
- Email
- Journals
- Blackboard
- Collaborate Ultra
- Wikis

Course Messages are not available when using groups.

If you want to grade student submissions for any of the tools activated, select the Grade Option and type the Points possible.

TOOL AVAILABILITY

Blogs

No grading
 Grade: Points possible:

Discussion Board

Allow any group members to create forums.
 Do not allow student group members to create forums.

Email

File Exchange

Journals

No grading
 Grade: Points possible:

Tasks

Blackboard Collaborate Ultra

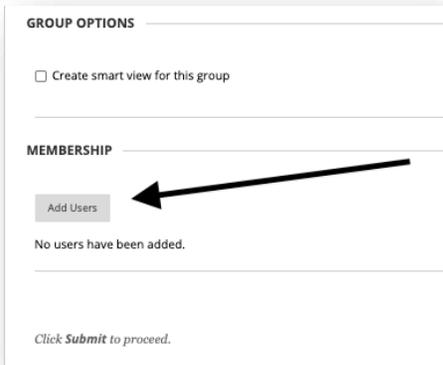
Allow all group members to create and access session recordings.
 Do not allow student group members to create or access session recordings.

Content Market Tools

Wikis

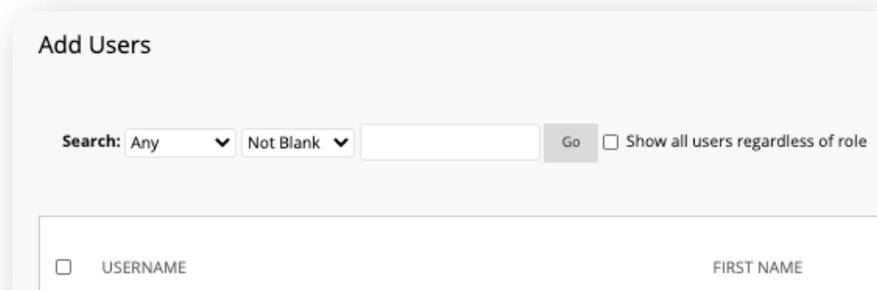
No grading
 Grade: Points possible:

Optionally, select the check box to create a Smart View for this group. (We recommend setting up smart views of the Gradebook associated with these groups)



Click on **Add Users** to manually add users to the group.

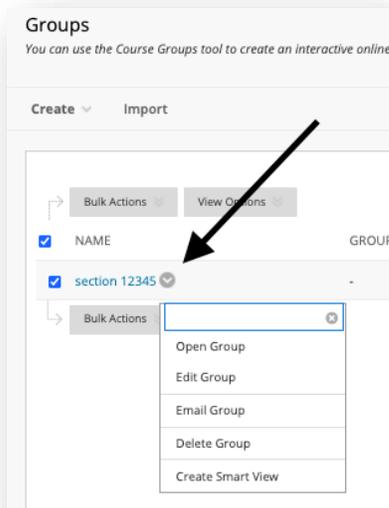
Search for and select students from the Add Users pop-up window.



Your selected Group members will appear in the bottom area of the screen with a number showing the total count.

You can select the **Show List** icon, represented by a full square, to open the Add Users area to view your selections. To remove users, select the **X** next to their names.

Click **Submit** to save your changes. The newly created group appears on the Groups Listing page in your course.



To edit the properties for any course group that you have created, navigate to the Groups page, then mouse over the group name. A shaded circle with a chevron will appear. If you click on it you will get an actions menu to assist you in managing the group.