

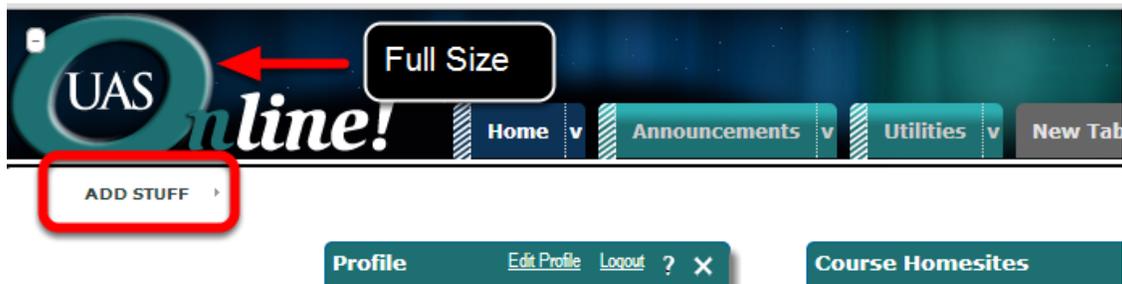
## Create a Blackboard Test Course

UAS faculty and staff have the ability to create "test" courses in Blackboard. Test courses can be used for experimenting with Blackboard or for developing new courses prior to the normal semester courses being created. They are not used for teaching purposes.

There are two "semesters" you can create courses in:

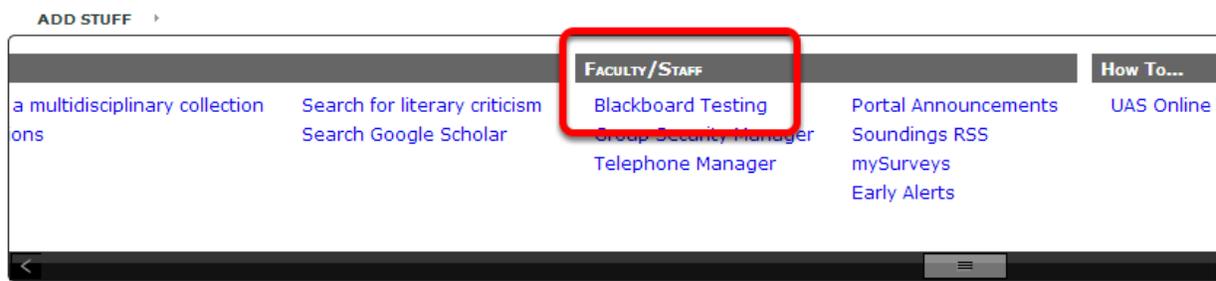
- The "Test" semester: this is on the normal "production" server in a "semester" called "Test". This is the same server that all the regularly scheduled courses are located in so it is easy to copy material from here to a regularly scheduled course.
- The "Sandbox" semester: this is a different server and it will often have a different version or features installed for testing purposes. This is where you'd create courses when you want to preview new versions of Blackboard or upcoming features. Each time you go to a course on this server you'll get a warning that this test version may be unstable.

### Add Stuff



- Go to [UAS Online](#) and login
- Make sure the top banner is displayed full size (showing the UAS Online logo)
- Click on the link **Add Stuff**
- A menu appears

### Scroll over to "Faculty/Staff"

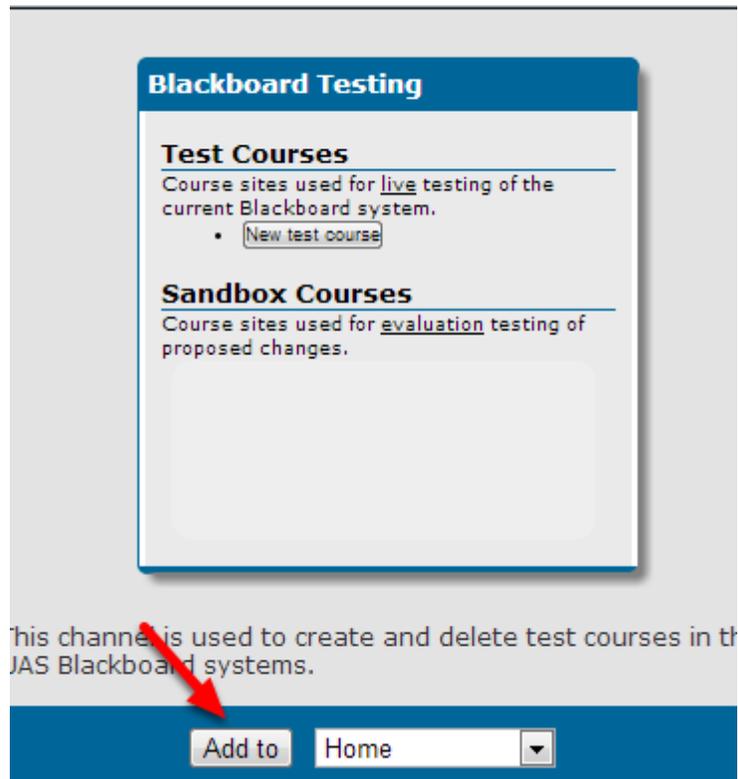


Scroll over to the group "Faculty/Staff" and click **Blackboard Testing**.

**You must be a faculty or staff employee to create test courses.** If there is a need for

non-employees to work on course development, they will need to have a UAID and then an employee can create a test course and add them as instructor or teaching assistant.

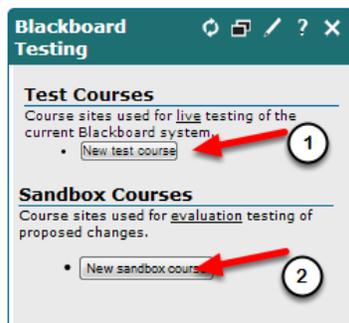
## Add the Blackboard Testing to your Home page



What you see is an *image* of what the new channel will look like - click the **"Add to"** button to add it to your home page.

If this is the first new channel you've added it will appear below your Profile on your UAS Online home page

## Create test courses

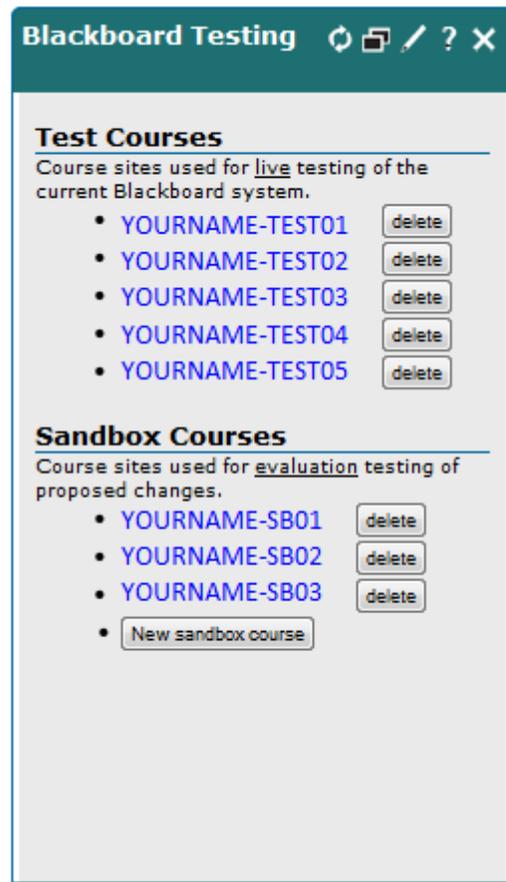


Click the New Test Course button to create test courses on the production server. They will be created in the "Test" semester. You can create up to five test courses. Next to each will be a "delete" button. Test courses are in the Test semester are on the same server as regular

semester courses and content can be copied to other courses.

Course can also be created in the "Sandbox" - these will be listed in a semester called BBSANDBOX. This is for previewing and testing of new features.

## Deleting Test Courses



- The name of each course in the "Blackboard Testing" block will be a link to the course. (They also be in the course list in the "Testing" and "BBSANDBOX" semesters.)
- You can delete a course by clicking the "delete" button next to it.
- After you have created a maximum of 5 courses in Test or Sandbox the "New course" button will not be there - you'll need to delete a course in order to make new ones.