

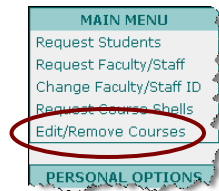
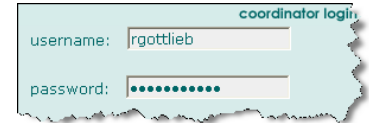
Blackboard Admin Portal

Modifying Existing Courses

How do I Get Courses Moved from My School that no Longer Belong Here?

The following steps will assist you in modifying existing Course IDs when, for example, the ownership of a course must change or the owner of a course moves to another location.

1. Go to the Bb-Admin Portal (<http://bbadmin.wcpss.net>).
2. Login using your Bb-Admin Portal username and password.
3. Click [Login](#).
4. Click Edit/Remove Courses.



5. Click the Modify icon  next to the course ID you would like to have changed.

Course Name	Course Code	M	X
Blackboard Coordinator Central	7500.blackboard.bb_coordinator.2004		
Blackboard Study Skills Lesson 1	7500.blackboard.study_series_1.2006		

6. Type a brief description of the change being made into the Reason for Change box.

Course Name: Video Tutorials

Course Code: 7500.rgottlieb.videotutorials.2007

Reason for change:
(include all relevant details about this change in this area)

rgottlieb has moved to the WCPSS school with school code 123 and would like the course to moved with him.

7. Click [Submit](#).
8. Read the Course Action Confirmation page.
9. Click [Continue](#).

Note: The change will be made within five business days and you will receive an email when it has been completed.