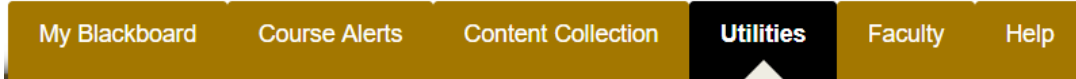


## How to Create a Master Course

- Access **Blackboard** and click **Utilities**



- The **Master Course Creator** will be found on the left column and select **Create A Master Course**

**Master Course Creator**

Any faculty member can request that a Master Course be created at any time. A Master Course is used to develop and maintain course material within Blackboard.

1. A Master Course may be for an individual or program with shared curriculum, and can be shared with other instructors.
2. A Master Course never contains student enrollments.
3. A Master Course can be reused from semester to semester, and linked to one or many Banner sections.
4. A Master Course can be created for each course that you teach, but should be removed when no longer used or needed.
5. The Master Course will identify the course that you teach and contain the text "MASTER".

- [Create A Master Course](#) ←

- Fill in the specified options as seen below and click submit.
  - If the master course is designed with the intention of copying it to future courses, use the same subject and course number.

VIEW EXISTING MASTER COURSES \_\_\_\_\_

[View My Master Courses](#)

SELECT CAMPUS \_\_\_\_\_

\* Campus  ←

SELECT SEMESTER (OPTIONAL) \_\_\_\_\_

Semester

SPECIFY COURSE SUBJECT AND NUMBER \_\_\_\_\_

\* Subject  ←

\* Number  ←

PREVIEW COURSE NAME \_\_\_\_\_

Preview Course Name **PNW-Master--<subject>--<number>-rroh**