Schedule Changes Impact Blackboard Course

Blackboard is regularly updated to ensure courses and rosters are in sync with the Registrar information in PeopleSoft. When your department makes a scheduling change to a course, this can have a negative impact on the Blackboard course. Department class schedulers should provide instructors with an opportunity to export the Blackboard course before a course is cancelled so that it can be imported later into a new Blackboard course.

Why would my Blackboard course become disabled?

When a department requests a change to a class that has students enrolled, such as modality, meeting pattern, or campus location, the Registrar must cancel the section and create a new section with the requested changes. When this happens the Blackboard course associated with this section is disabled, making it unavailable to instructors and students.

How can I restore my Blackboard course?

There are some options:

- If you have an archive or export package of the course, you can import it into a new course that's associated with the new section.
- Copy a Blackboard course from a previous semester into the new course that's associated with the new section.
- If you absolutely need to restore the disabled Blackboard course of the cancelled section, send a request to askit@albany.edu and provide the class number of the cancelled section to be be restored. ITS will coordinate with you on restoring and copying the content.

How can this be avoided?

Ask your department course scheduler to coordinate with you PRIOR to making a course schedule change that would result in cancellation. You should have an opportunity to archive/export/copy your course to retain work you've done in building it.

References

- Registrar memo: Making Course Changes
- Course Change Form and Warning Prompt
- Blackboard SIS Integration
- Archive Your Blackboard Course

Need more help? Contact the ITS Service Desk.