

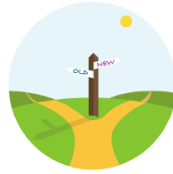
# Blackboard/CourseSites Tutorial

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To create an account:

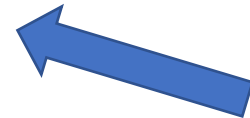
1. Go to <https://www.coursesites.com/>
2. Click on "Go to the new CourseSites"

**Blackboard**  
COURSEsites



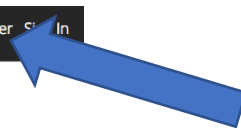
Where would you like to go?

Go to the original CourseSites    Go to the new CourseSites



3. Click Register:

Blackboard COURSESITES    Register Sign In



Welcome to the new CourseSites

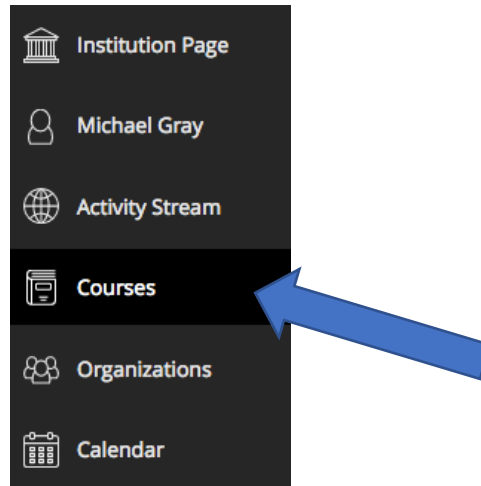
*formerly Educator Preview*

4. Fill out the form on that screen, go to your email for the confirmation and log into CourseSites.com.

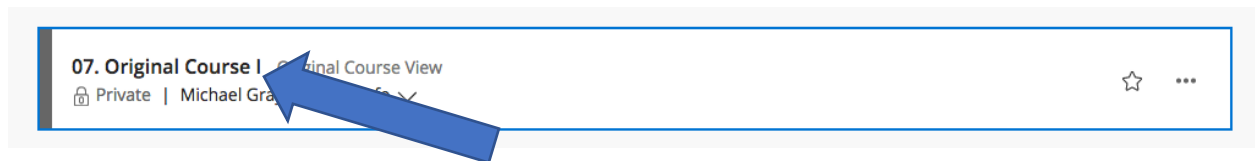
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## Creating Your Course:

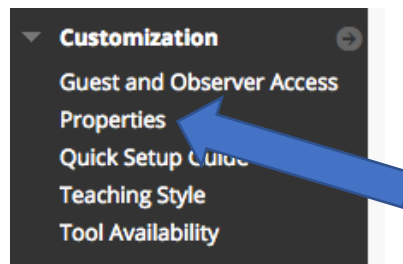
1. Log in to “CourseSites.com”
2. Click on “Courses”



3. Click on one of the “Original Courses” (You will be making this your course).



4. Rename the course to your course name. Click on “Properties” under “Customization”



5. Rename your course to whatever you want to name it. Then click submit on the bottom of the page.

**NAME AND DESCRIPTION**

\* Course Name

Automotive Basics



6. Make your course show up at the top of “Courses” page. Click on the “Star” to make it your favorite.

**Automotive Basics** Original Course View

Private | Michael Gray | More info



7. Make your course “Open” to students. This will allow students to see your course. Click on the “...” after your course. Then click on “Open course”.

**Automotive Basics**

Private | Michael Gray | More info



Open course

Hide course

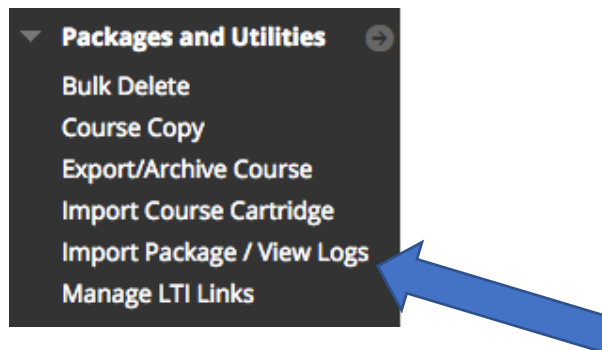
Assorted Dates



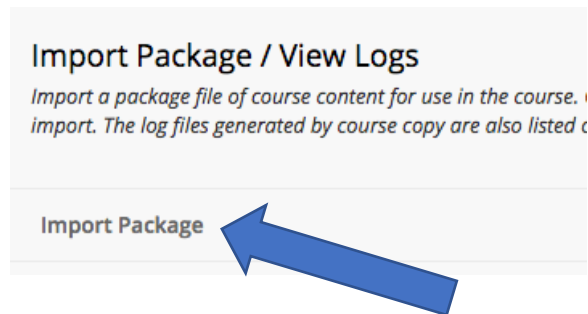
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## Importing Auto Upkeep Tests:

1. Now to import the tests, go to “Import Package/View Logs”.



2. Click on “Import Package”



3. Click on “Browse My Computer”

### SELECT A PACKAGE

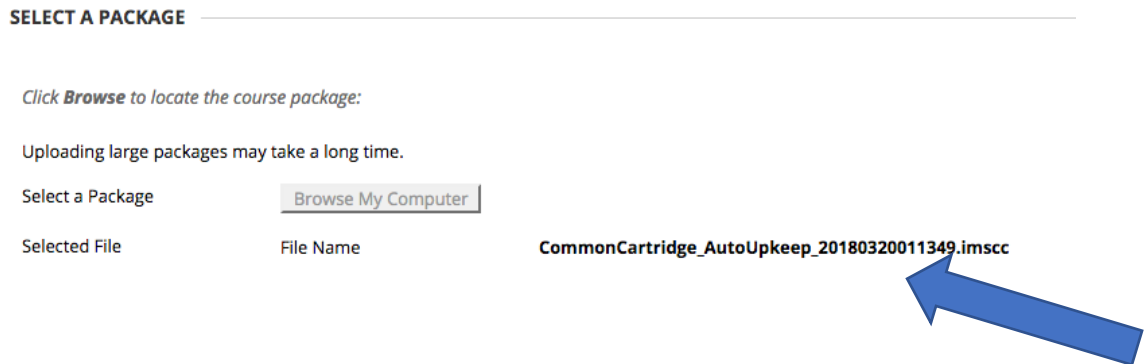
Click **Browse** to locate the course package:

Uploading large packages may take a long time.

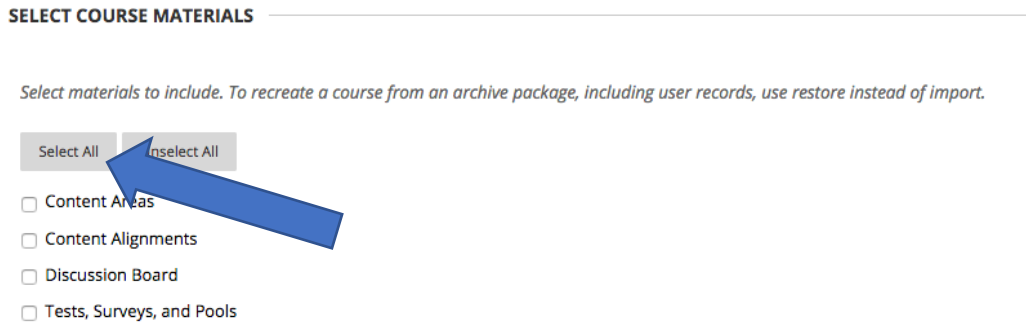
Select a Package

Browse My Computer

4. Locate and select the “imscc” file on your Auto Upkeep Instructor USB. This is in the “Tests and Exam” folder, then “Common Cartridge for LMS”.



5. Click “Select All” under “Select Course Materials”.



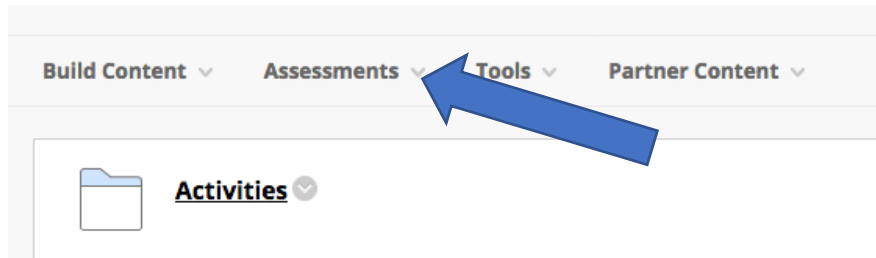
6. Click “Submit” at the bottom of the page.



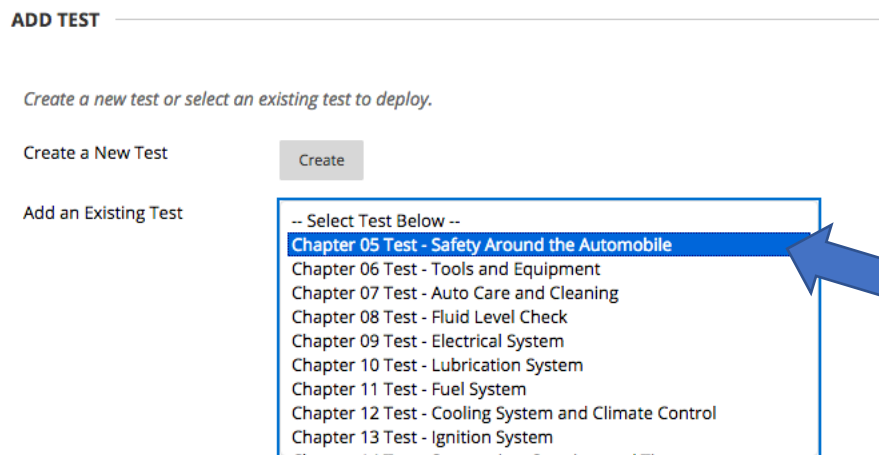
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## Making Tests Available to Students

1. Click on your Course.
2. Then click on the “Assessments” dropdown arrow and then “Test”



3. Select the test you want to “deploy”.

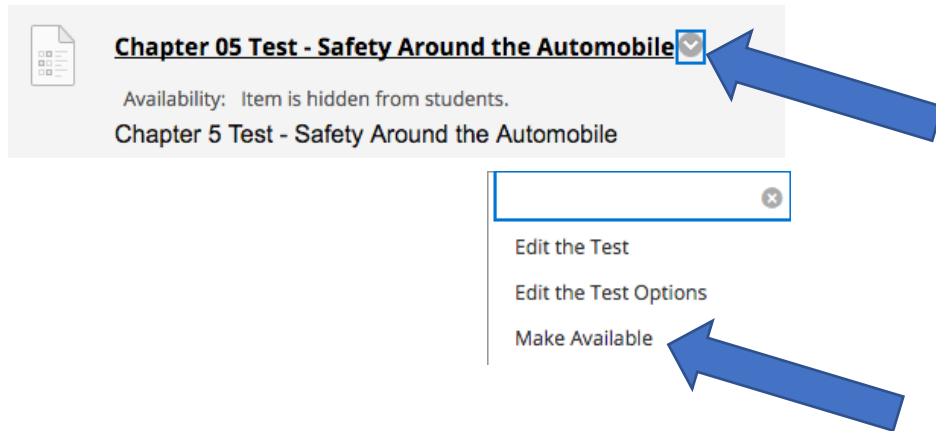


4. Click on “Submit” at the bottom of the page.



5. Navigate back to your course page.

6. Find the test listed. Click on the dropdown arrow. Click on “Make Available”.



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## Inviting Students to Your Course

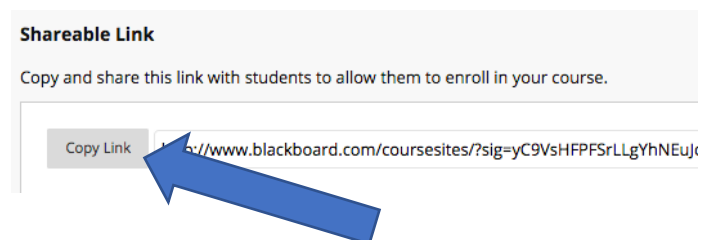
1. Navigate back to your course page.

2. Click on “Users”.

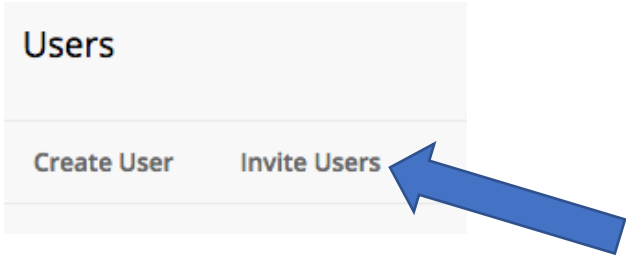


Two Ways to Do This:

A. Share a link. First copy the link and then email the link to students.



B. Input emails. Click on "Invite Users". Enter the student email. Then click submit.



**Invite Users**  
*Send a message to invite one or more users to your course.*


\* Indicates a required field.

**EMAIL**

\* Email Addresses:   
*Separate multiple email addresses with a comma.*

**MESSAGE PREVIEW**

**Blackboard**



You're Invited!  
Michael Gray invited you to join Automotive Basics.

[Enroll Now](#)

Powered by Blackboard Learn, 2018

Click **Submit** to proceed.