Create a Test Course

Follow these instructions to create as many Test Courses as you need. You may use Test Courses to develop content for your Blackboard courses. Once your content is ready to go, simply use the “Course Copy” tool (located in the “Control Panel”) to copy the course content from your Test Course into your official Blackboard course shell.

Please note: Creating a test course will list you as the instructor for that course. Students are not automatically loaded into test courses.

Create a Test Course:

1. Login to Blackboard.
2. Click the My Bb Management tab located in the upper left corner of your screen.
3. Once the tab opens you will see secondary tabs on the left. Click on the Create Test Course button.
4. In the “Create Test Course Module,” enter a name for your test course in section 1.
5. In section 2, select an end date for your course (MM/DD/YYYY). Your course will expire on the date you enter. (Note: the default end date is 90 days from the current date, however, you may specify an end date of up to 365 days out. After this time elapses, you may continue to extend the end date.)
6. In section 3, click Submit to create the Test Course.
7. You may now view the new Test Course under the “My Courses” module on the My 9.1 Bb tab or under the “Course List” module on the My 9.1 Courses tab.