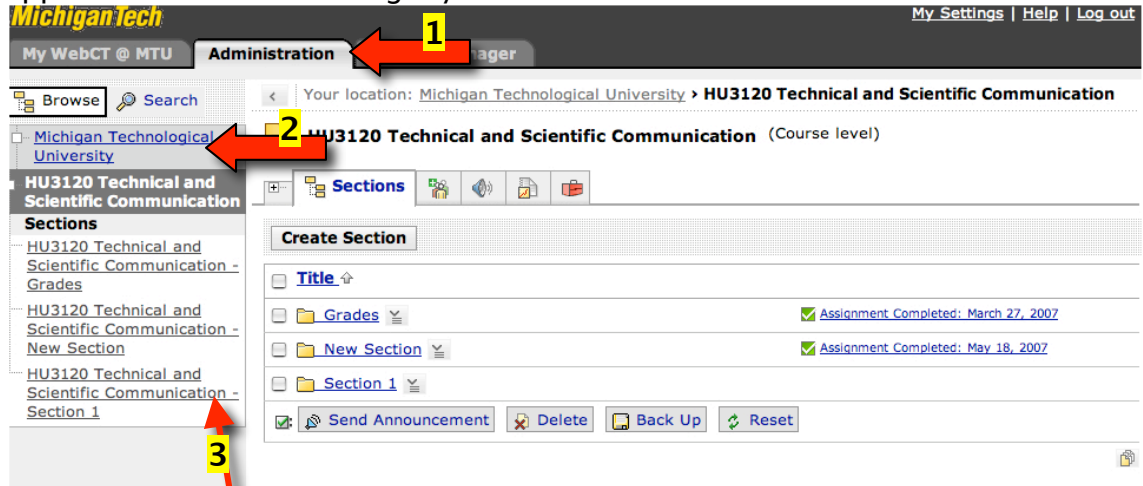
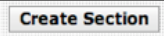
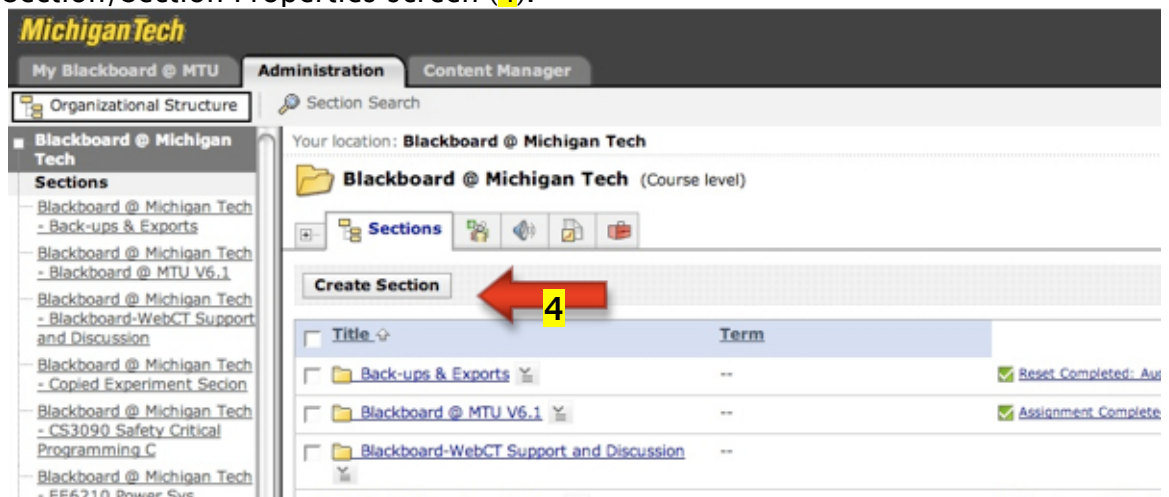


Creating a new Blackboard section

- 1) Go to the administration tab (1).
- 2) Click on the [Michigan Technological University](#) link (2) in blue in the upper left of the screen to get your full list of courses.



- 3) Click on the course you would like to create a new section of from the list of your courses on the left in grey (3).
- 4) Click on the **Create Section** button  and open the Create Section/Section Properties screen (4).



- 5) On the Create Section screen all you need to do is enter a title for your

The close-up shows the 'Create Section' form with a red asterisk next to the 'Title' label and an empty text input field.

section, select whether you want to set up a blank section or copy content from another section, and click the **Save** button at the bottom of the screen.

The close-up shows the 'Assign Content to Section' form with three radio button options: 'Decide later (The Section Designer will be able to assign Administrator will be able to add/change content at a late', 'Set up a blank section (The Section Designer must create', and 'Copy content from another section'. There is also a 'Select Section...' button.