**BbLearn Course Delivery Process**

**My Courses Homepage**

- **Departmental Scheduler Assigns Instructor**: Instructors, Builder-Graders, & Graders assigned to course through COWS.
- **Official Course Automatically Generated**: Course is setup as unavailable for students.
- **Instructor Added Automatically**: Instructors, Builder-Graders, & Graders added to BbLearn two months before semester starts.
- **Instructor Adds Content**: Instructor builds content directly or adds it through a COURSE COPY.
- **Students Added Automatically**: Students added to BbLearn about two weeks before semester and throughout term.
- **Instructor "Makes Course Available"**: Course activation email sent to students.
- **Instructor Teaches Course**: Maintain a sense of presence in your course by involving learners in a variety of interactive activities.
- **Instructor Submits Final Grades**: Final grades submitted via Vandal Web.

**Types of Sites**

- **Official Course**
  - Fall 2013 – ENGL101...
  - Course auto-generated by Registrar, Students added automatically

- **Preparation Site**
  - [PREP] ENGL101...
  - Site requested by Instructor, Students not allowed

- **Section Merge**
  - Fall 2013 - MASTER COURSE...
  - Combines multiple sections, Students added automatically

- **Non-Credit Site**
  - [UIDAHO] Workshop...
  - Workshop or Group Collaboration Site requested by Organizer, Students added by Organizer

**Course Lifecycle**

- BbLearn Course Auto-generated
- Students are Auto-enrolled in BbLearn Course
- Students Lose Access to BbLearn Course
- BbLearn Course Removed

- 2 months before semester begins
- About 2 weeks before semester begins
- 4 weeks after semester ends
- 2 years after term start date

More Info: [http://bblearn.uidaho.edu](http://bblearn.uidaho.edu)