**BbLearn**

**Course Delivery Process**

- **Departmental Scheduler Assigns Instructor**
  - Instructors, Builder-Graders, & Graders assigned to course through Courseleaf CLSS

- **Official Course Auto-Generated**
  - Course is setup as unavailable for students.

- **Instructor Adds Content**
  - Instructor builds content directly or adds it through a COURSE COPY.

- **Students Added Automatically**
  - Students added to BbLearn about four 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.

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**My Courses Homepage**

- **University of Idaho**
  - My Courses
  - Organize Courses by Term

- **Official Courses with Students**
  - Courses where you are: Instructor
    - Fall - ENGL101: Introduction
    - Fall - ENGL101: Introduction (not currently available to students)

- **Prep Sites (No Students)**
  - No Term Assigned
  - Courses where you are: Instructor
    - [PREP] ENGL 101: Introduction to Write

**Reminder:** Instructor must make course available to give students access

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**Types of Sites**

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

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

- **Section Merge**
  - Fall - 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

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**Course Lifecycle**

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

- **3 months before semester begins**
- **1 month before semester begins**
- **6 weeks after semester ends**
- **3 years after term start date**