Activate Your Students in Blackboard

To allow students to access your Blackboard course shell, you must activate the students every semester. All face-to-face courses must be activated in order for students to gain access to courses in Blackboard.

Online and hybrid courses automatically open on the first day of classes and do not require activation. However, any course can be scheduled to activate up to two weeks prior to the first day of class.

Important Note: If you plan on combining courses, you must combine shells BEFORE activating the course.

Login to the Blackboard Course Management Portal

1. Access the current Blackboard environment:
   - Blackboard 1 (Bb1): Fall, Spring, and Winter mini-term courses are available at https://bb.uhd.edu
   - Blackboard 2 (Bb2): Summer and May mini-term courses, committee meeting spaces, as well as Continuing Education classes are available at https://bb2.uhd.edu
2. Login using your UHD credentials.
3. Once logged into Blackboard, locate the Manage Blackboard Courses Module.
   Note: The module may appear anywhere on your Courses and Information page. You may rearrange the modules on this page.
4. Click the Manage Blackboard Course button.
5. You will be taken to the Blackboard Course Management Portal login screen.
Activate Courses Inside of the Blackboard Course Management Portal

1. After logging in, click **Select a Term** and then select the correct term from the drop-down menu.

2. Click **Show Courses**.

3. You will see a list of courses. For each course there is a **Manage Blackboard Course** button. Select this button for the course you would like to activate.
4. You will be taken to a new page with more information. Scroll down and select **Activate Students**.

![Activate Students](image)

5. Pick an activation date by using the calendar. After choosing your date, select **Update Activation Date**.

6. Select **Pick a new term or course** to return to your list of courses.

7. A check mark underneath the course in the Course List will indicate that your activation date has been successfully changed.

![Activation Update](image)

**Please allow up to 4 hours for this change to reflect in Blackboard.**

For additional support, use our [Blackboard Help Form](#).