

# Using the Blackboard Course Creation Request Tool to Request a Blank Course on Blackboard

Each semester instructors must submit a “Blackboard Course Creation Request” to have course sites created on Blackboard. After completing necessary Blackboard training, instructors course creation request will be fulfilled. For more information about Blackboard training, visit:

[http://courses.durhamtech.edu/wiki/index.php/Blackboard\\_Training](http://courses.durhamtech.edu/wiki/index.php/Blackboard_Training)

**Important Note:** One course request must be submitted for **EACH** course created on Blackboard.

**These instructions are specifically for requesting a blank course on Blackboard.**

1. Access the Blackboard Course Creation Request tool by visiting: <http://courses.durhamtech.edu/tools/>

## Blackboard Course Creation Request

Each semester, instructors must submit requests to have their courses created on Blackboard.

Submit one request form for EACH course site you want created on Blackboard.

*What do you want to do?*

- Request a [blank course](#) on Blackboard
- Request a course with ~~content copied from a previous course~~
- [View status](#) of previously submitted requests

**Choose the first option:  
Request a blank course on Blackboard.**

[Admin](#) (authorization required)

# Blackboard Course Request: Blank Course

Reminder: Complete and submit a separate form for *each course site* you want created in Blackboard

## Step 1: Provide info

### Step 1: Person submitting course request:

First Name:  Last Name:  E-Mail:

## Very Important!

## Step 2: NEW course info

### Provide info about courses you are teaching

Year & Semester  
Course Number AND Section  
Instructor

### Step 2: New course information:

#### Term course will be taught:

Year:

Semester:

Session:

#### Course number and section(s)

Prefix:

Course Number:

Section:

If you want to use **one** Blackboard site for multiple sections, enter section numbers separated by commas (101,102)

[\[more info on multiple sections\]](#)

#### Instructor(s)

Instructor:

Enter multiple instructors separated by commas (Jane Doe, John Doe)

TA's:

Enter multiple TAs separated by commas

# Other Content Options

## Other content options:

### Other content options:

Supply this information as needed for future courses

#### ☐ Import publisher's course cartridge [\[more info\]](#)

Check this box if you plan to import content from your textbook publisher into your Blackboard course.

Important: **YOU** must work with your book rep to request and receive a course cartridge download key and instructions. When you receive these, please forward them to [bbadmin@courses.durhamtech.edu](mailto:bbadmin@courses.durhamtech.edu) along with the course prefix, number and section.

#### ☐ Import Virtual Learning Community (VLC) content [\[more info\]](#)

Check this box if you want to import VLC materials into your course.

You must specify the course prefix/number of the VLC course to import:

## Additional instructions:

### Additional Instructions: (Optional)

Click Continue to submit the course request

Continue →

# Confirm your Request

## Confirm your Request

Verify the info you entered:

Click Edit Request to make changes

Click Confirm Request to submit

## Confirm your request

The following course request is pending, you must review the information and confirm your submission

**New Course Information:** Spring 2007 CIS 110 section 102

**Instructor:** Susan Horton

If you need to make a change to this request, please press the "Edit Request" button. To finalize this request press "Confirm Request":

[← Edit Request](#)

[Confirm Request](#)

## Confirmation

**The following course request has been received and recorded:**

**Course:** Spring 2007 CIS 110 section 102

If you need to make a change to this request, please contact the Blackboard administrators at [bbadmin@courses.durhamtech.edu](mailto:bbadmin@courses.durhamtech.edu)

We will send an email to YOU at [hortons@durhamtech.edu](mailto:hortons@durhamtech.edu) when the course you requested has been created.

Usually, courses will be created within 1 to 3 business days. However, during extremely busy times (for example, just before the start of a new semester), it may take up to a week for us to fulfill your request.

[ [Request Another Course](#) ]

Click Request Another Course to request additional courses. You must fill out a course creation request for each course you want in Blackboard.

**Courses will be created within 1 - 3 business days. You will receive email notification when courses are ready.**