# 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:

<a href="http://courses.durhamtech.edu/wiki/index.php/Blackboard">http://courses.durhamtech.edu/wiki/index.php/Blackboard</a> Training

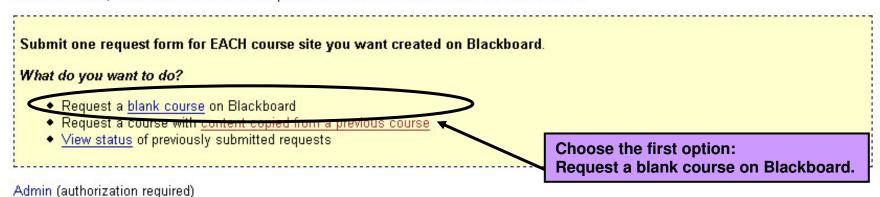
**Important Note:** One course request must be submitted for **EACH** course created on Blackboard.

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

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

## **Blackboard Course Creation Request**

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



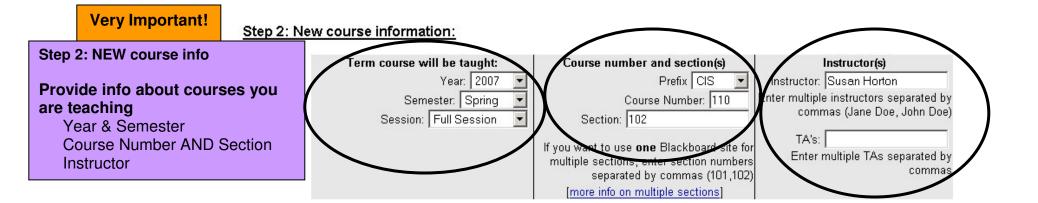
## **Blackboard Course Request: Blank Course**

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:





# **Other Content Options**

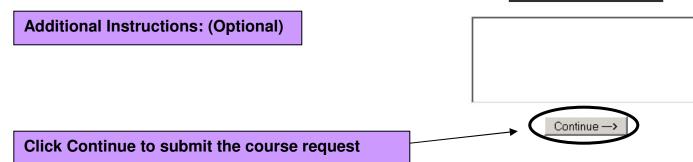
#### Other content options:

### Other content options:

Supply this information as needed for future courses

	☐ Import publisher's course cartridge [more info]
8	Check this box if you plan to import content from your textbook publisher into your Blackboard course.
	Important: <b>YOU</b> 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 <a href="mailto:bbadmin@courses.durhamtech.edu">bbadmin@courses.durhamtech.edu</a> 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.
8	You must specify the course prefix/number of the VLC course to import:

#### Additional instructions:



## **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":



## **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

We will send an email to YOU at 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.