

Using the Blackboard Course Creation Request Tool to Copy Content from a Previous Course

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

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

These instructions are specifically for copying content from your BB101-Practice Course to a new course you are teaching.

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 second option:
Request a course with content
copied from a previous course.**

[Admin](#) (authorization required)

Blackboard Course Request: Content from Previous 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

Step 3: Course to be copied

Step 3: Course to be Copied

Provide info about courses you want copied.

Note: Use BB101 to copy content from your practice course in Building a Basic Course in Blackboard.

Year:
Semester:

Prefix:
Course Number:
Section(s):

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 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: (Optional)

Additional instructions:

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

Course to be copied: Spring 2007 BB 101

Additional Instructions:

Sample course info for my handout.

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

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.