

Request a Blackboard Course Step-by-step Guide

Learn about the Course Creation Process

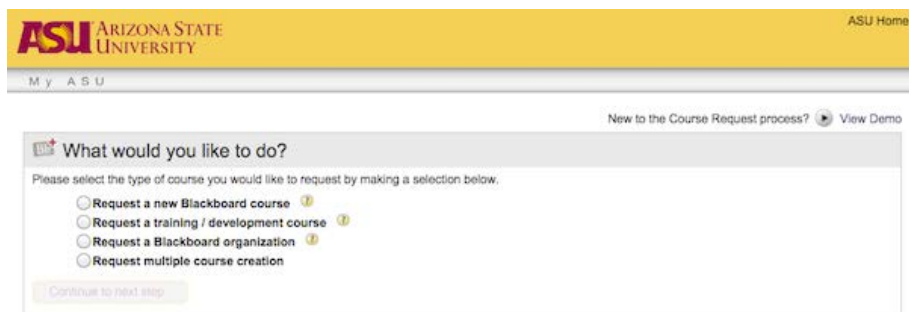
- Courses are not automatically created in Blackboard each semester. Courses are created and students are enrolled in the [Course Enrollment Manager](#).
- You can [copy an existing course](#) (or your [development course or shell](#)) into a new course to streamline course setup and document upload.
- [Blackboard Roles](#): what can students, teaching assistants, graders, course builders, and instructors do in Blackboard?
- Instructors can request to copy an existing course, a new basic Blackboard shell or an organization.
- Instructors can request that two or more sections be combined into one course.
- Instructors can also [request several Blackboard courses](#) at once.
- Instructors are also able to request additional services be added to their course like
- All staff can [request an organization](#).
- You will receive an email when your course or organization has been created.
- Watch the [Blackboard Course Request Video](#) for a step-by-step video guide.

Request a Course from <https://my.asu.edu/courserequest>

1. Log in to [My ASU Course Request](#). (<https://my.asu.edu/courserequest>)
2. Select the **type of course, development shell or organization** you would like to create. The following instructions describe the for-credit course request process. Development, training and organization requests are slightly different, but follow the same basic steps.

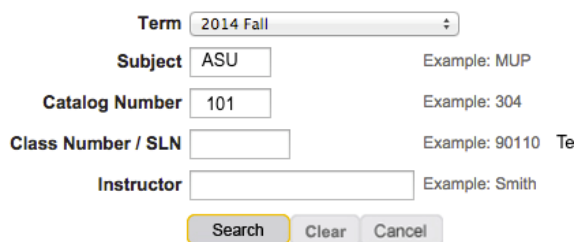
If you would like to create multiple courses at one time, refer to [Request Several Blackboard Courses Simultaneously](#).

Click **Continue to next step**.



3. In the pop-up window, type the course subject and catalog number. Using the **Class Section Line Number (SLN)** is the most direct method for finding your exact course. Click **Search**.

Find a class.



4. **Verify** the Class Section Line Number (SLN) and click the **course code** (in this example, ASU 101) to create the course.

Find a class.

Term	2015 Fall	
Subject	ASU	Example: MUP
Catalog Number	101	Example: 304
Class Number / SLN	54321	Example: 90110
Instructor		Example: Smith

1. Verify the SLN

2. Click the Course Code to select the course

ASU 101 54321 Topic: University Success Lecture Session A Staff

5. **Optional:** to combine multiple sections into one blackboard course, select **Add Sections**. Click **Continue to the next step** if you do not want additional sections in the course.

My ASU

The following classes:

ASU 101 54321
ASU 101 54320

Will be combined into ONE Blackboard Class.

Search for the course subject and catalog number in the pop-up window. Click the course codes to add the corresponding sections to your course.

NOTE: If you receive a message that the course has already been created, please check with the department program coordinator or instructional designer to see if they already requested the course. You may also contact the ASU Help Desk.

CHM 113 40294 1001 General Chemistry I Lecture Session A Briggs

The course has already been requested for this class. Click Ok to start over or Cancel to stay here.

Confirm that you want the following classes combined into ONE Blackboard Class. Click **Continue to next step**.

My ASU

The following classes:

ASU 101 54321
ASU 101 54320

Will be combined into ONE Blackboard Class.

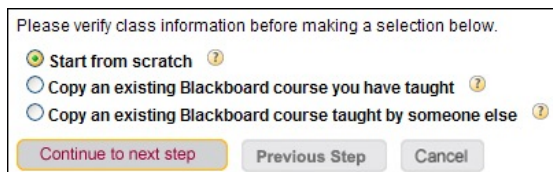
1. Edit the **Course Name**, as desired. Click **Continue**.



2. Select **Course Creation Method**.

There are **three methods** to create your course: 1) start from scratch, 2) copy an existing course you have taught, or 3) copy and existing course taught by someone else.

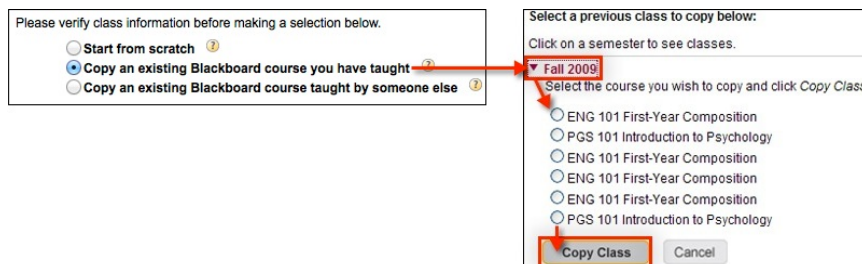
Method 1: You can choose to Start From Scratch, which provides you with a course shell template without content. Click **Continue to next step**.



Method 2: You can [Copy an existing Blackboard course](#) you have taught.

Click the semester name to display the classes from a previous semester. [See more information about what course content and settings are copied.](#)

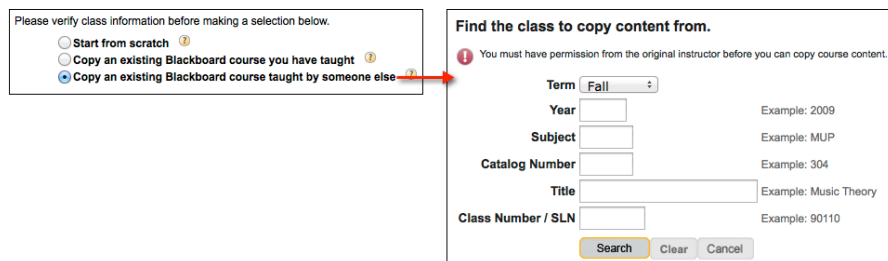
Click **Copy Class**.



Method 3: You can Copy an existing Blackboard course taught by someone else, which will open a screen for you to search for the class you want to copy. The easiest way to find the course is to search using the Section Line Number (SLN).

Note: Acquire permission from the course instructor **via email** prior to requesting the course copy. A Blackboard team member will contact you (after you submit the course copy request) to ask for the previous instructor's approval email. If the previous instructor is no longer at ASU, approval is required from the previous instructor's department chair.

[See more information about what course content and settings are copied.](#)



3. The previous course is listed in the Create Course window.

Create Course

Class	Class #	Section	Title	Component	Seats	Class Roster	Days and Time	Room
ASU 101	54321	1003	University Success	Lecture	5	View	Unknown-Unknown	

Your Blackboard class will be available to students on **05/15/2015**.

Note: If you would like your course to be available at a date other than what is displayed above, please enter your desired date that you wish the students to have access to your course in the *Sync Date* section later in the request.

You have copied content from a previous course

Term: **2015**

Course: **ASUO Blackboard Bootcamp**

1. **Optional:** Add additional instructors or TA's. Click **Add Instructor(s) or TA's**.

Instructor / TA Information

Assign roles as needed.

John Smith ☒ Add as Instructor ☐ Add as TA [x Delete](#)

Add Instructor(s) or TA's Or [Continue to next step](#) [Previous Step](#) [Cancel](#)

Search for the user. Click on the user's **ASURITE ID** to add them to the course.

Enter Instructor or TA name:

[Search](#) [Cancel](#)

(ASURITE UserID, EmplID, CampusID, name, partial name (in "First Last" or "Last, First" format))

You will be able to assign a role once you have added the name.

Searching...

Enter Instructor or TA name:

[Search](#) [Cancel](#)

(ASURITE UserID, EmplID, CampusID, name, partial name (in "First Last" or "Last, First" format))

You will be able to assign a role once you have added the name.

mverscha	Melissa	VerSchage	1000916849	993930425
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Select the user **role** (instructor or TA). Click **Continue to the Next Step**.

Instructor / TA Information

Assign roles as needed.

Jonathan Drnjivic ☒ Add as Instructor ☐ Add as TA [x Delete](#)

Melissa VerSchage ☐ Add as Instructor ☒ Add as TA [x Delete](#)

[Add Instructor\(s\) or TA's](#) Or [Continue to next step](#) [Previous Step](#) [Cancel](#)

2. **Optional:** edit the **Sync Date** to change when students are enrolled in your course. If no change is made, students will be enrolled three days before the start of the semester.

Sync Date

mm/dd/yyyy

3. **Optional:** Enter [Special Instructions](#), as needed.

4. **Optional:** click on **Additional options** to add the Digital Portfolio tool (Digication ePortfolio) to your course. Click **Continue to Next Step**.

The screenshot shows two sections of the Blackboard course creation interface. The top section is titled 'Special Instructions (Optional)' and contains a text area for instructions, with a red box highlighting the 'Additional options' link. The bottom section is titled 'Additional Resources' and contains a checkbox for 'Digication ePortfolio'.

Special Instructions (Optional)
Leave any instructions for the course administrator. Example: If you were unable to specify any details for your course, you may enter them here.

Additional options - Click here to add additional options to your class, such as iTunesU or ePortfolio

Additional Resources
Select the channel(s) you wish to add to your course.
Note: You can add these resources at a later date by clicking on the icon in MyASU.

☐ Digication ePortfolio

5. Review your course request. Click **Confirm Course Request** to submit.

Log In to Blackboard

You will receive an email when the course has been created in Blackboard. You will be able to [access the course in My ASU](#) after you receive the email.

Add or Remove sections, instructors or TAs after the Course is Created

To make adjustments after completing a course request, please contact a [Blackboard team member](#) for assistance.

Trouble Accessing Your Blackboard Courses?

1. Perform a [Computer Check](#) (ASURITE login required) to ensure your internet browser is configured for Blackboard.
2. If you are new to ASU, wait a minimum of 48 hours after you create your [ASURite password](#) before attempting to access your course.
3. If your course does not appear in the My Classes section of My ASU, go to [Blackboard Home](#).
4. If your course does not appear in Blackboard Home, you may not be enrolled in the course.
5. Are you the instructor of record? Check with your department or school program administrator to ensure you are correctly assigned to the course with the University Registrar.
6. Are you a co-instructor or TA? Check with the instructor of record and ask to be [manually enrolled](#) in the course.
7. Still having troubles? Contact a friendly Academic Technologies [Blackboard team member](#) for assistance.

Related Articles

- [Blackboard Start of Semester Checklist](#)
- [Blackboard for Instructors](#)

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