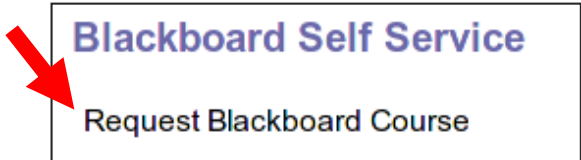


**UAlbany | Blackboard Learning System**  
**Blackboard Course Request Self-Service Instructions**

1. Login to **MyUAlbany** at <http://www.albany.edu/myualbany/>
2. Click **Academic Services and Advising** tab
3. Click the menu option labeled **Request Blackboard Course**. This is located on the left side of the page under the menu heading **Blackboard Self-Service**.



4. Click the **radio button for the semester** for which you are requesting a Blackboard course.
5. Click **Continue**

The Blackboard Course Request screen will be displayed as shown below.

### Blackboard Course Request - My Schedule

Your Name \_\_\_\_\_

Spring 2010

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For Course Type, select Face-to-face Course or Fully Online Course but not both.

*Please note that teaching fully online requires permission of the department and training by ITS. If you select Fully Online, you may be contacted by Faculty Technology Resources regarding your request.*

When you have made your selections, scroll down and click Save.

Course ID	Class Number	Subject	Catalog	Section	Description	Face-to-face Course	Fully Online Course	Shared Resource Course	Copy BLS Course	Available on BlackBoard
007573	14940	HSTA	668	0007	Indep Study in Biometry & Stat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
007574	14938	HSTA	669	0010	Semin in Biometry & Statistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
007575	13840	HSTA	670	0002	Topics in Biometry & Statistic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
007576	14450	HSTA	697	0004	Independent Study & Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
007581	14876	HSTA	868	0009	Indep Study & Research in BMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

View Template
Change Term
Save

UAlbany | Blackboard Learning System  
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Make your course selections following instruction steps below.

Course ID	Class Number	Subject	Catalog	Section	Description	Face-to-face Course	Fully Online Course	Shared Resource Course	Copy BLS Course	Available on BlackBoard
007573	14940	HSTA	668	0007	Indep Study in Biometry & Stat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Callouts in the image:

- Your course list (points to the first row)
- Select classroom course (points to the Face-to-face Course checkbox)
- Select online course (points to the Fully Online Course checkbox)
- Combine sections on BLS (points to the Shared Resource Course checkbox)
- Copy content from archived BLS section (points to the Copy BLS Course checkbox)

6. **Required:** Select your section to be created on Blackboard by clicking the check box in either the Face-to-face Course column or the Fully Online Course column. Select a box in only one of these columns for any given section. See descriptions below.

- If your Blackboard course is for your classroom (face-to-face) or "blended" class, click the **checkbox under the Face-to-face Course column** that corresponds to your face-to-face/blended course section listed on the left;
- If your Blackboard course is for a fully online course, **click the checkbox under the Fully Online Course column** that corresponds to your online course section listed on the left.

7. **Optional:** Shared Resources – combine multiple sections.

- If you need multiple sections combined (Shared Resources), **click the checkbox under the Shared Resources Course** column that corresponds to the course section(s) selected in step 6.
- Next Page:** Click the **checkbox under the Share Resource** column for the section(s) that you want to be combined with your selection in step 6.
- Click **OK**

The *Blackboard Course Request – My Schedule* page will display your course list. All of the sections that you have selected as Shared Resource sections will have the checkboxes selected under either the *Face-to-face Course* or *Fully Online Course*, and *Shared Resource Course* columns.

8. **Optional:** Restore/Copy a Blackboard Archive

- If you need an archived Blackboard section restored/copied, click the checkbox under the **Copy BLS Course** column that corresponds to the course section(s) selected in step 6.
- Next Page:** **Choose a previous Term** from the dropdown menu from which the Blackboard archive was generated.

**UAlbany | Blackboard Learning System**  
**Blackboard Course Request Self-Service Instructions**

- c. Click the **checkbox** under the **Copy From** column that corresponds to the archived Blackboard section that you need to have restored.
- d. Click **OK**.

The *Blackboard Course Request – My Schedule* page will display your course list. All of the sections that you have requested to be restored/copied will have the checkboxes selected under either the *Face-to-face Course* or *Fully Online Course*, and *Reset BLS Course* columns.

**Note:** If you wish to restore an archive of a course taught by someone other than yourself, you must request that the previous instructor-of-record grant permission before FTR is will copy their course content into your section. Such permission notification should be submitted through the ITS Service Desk at [www.albany.edu/its/help](http://www.albany.edu/its/help).

9. When you have made all necessary selections, click **Save**.

When your Blackboard sections have been created, copied, and are ready for you to work in them, a confirmation email message will be sent to your preferred email address as indicated in MyUAlbany Personal Information Center.

**Note:** We encourage you to designate your primary contact email address as preferred in the MyUAlbany Personal Information Center.

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If you need assistance or encounter problems with these procedures, please contact Faculty Technology Resources at 518-442-4288 or submit a help request at [www.albany.edu/its/help](http://www.albany.edu/its/help) (choose Blackboard from the drop-down menu).

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