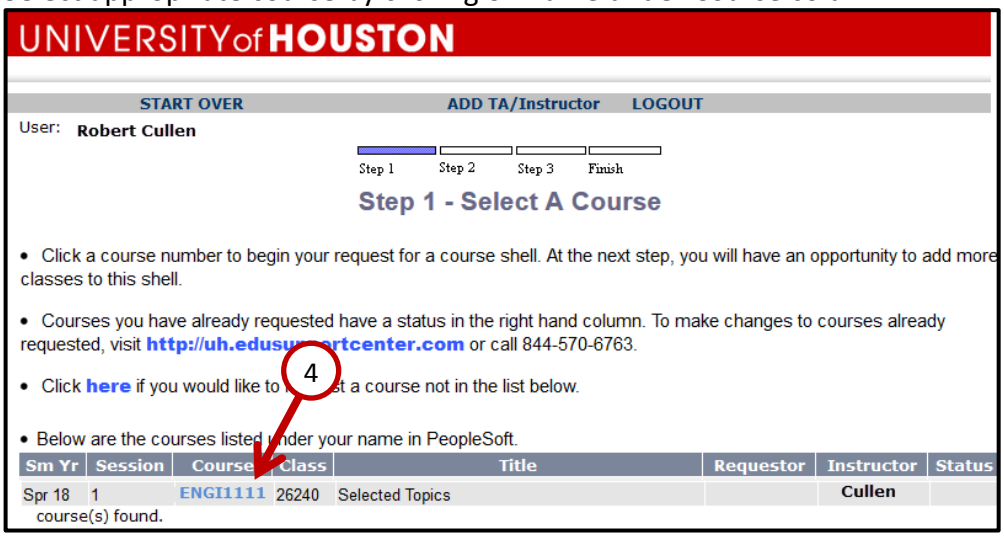
UH EERC
ENGINEERING EDUCATION RESOURCE CENTER

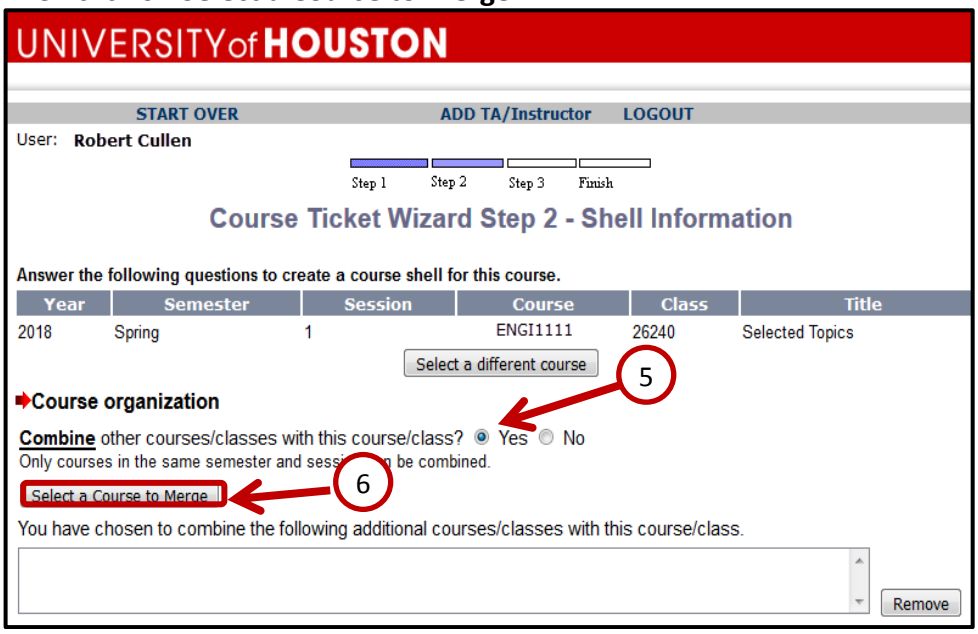
Requesting a Blackboard Site

The University Course Request System (CRS) is available for requesting Blackboard course sites for classes each semester. Use the directions below to request a Blackboard shell.

1. Login to http://accessuh.uh.edu.
2. Click on the Blackboard TA & Course Requests icon to access the course request system.
3. The courses listed are assigned to you according to Peoplesoft. Click on the course ID.
   Note: If you do not see the course after you log in, usually it means Peoplesoft hasn't attached your name to the course yet. You can still request a course by clicking "**Here**" to search for it.
4. Select appropriate course by clicking on name under Course column.



5. If you wish to combine several sections then click **Yes** under Course Organization.
6. Then click on **Select a Course to Merge**.



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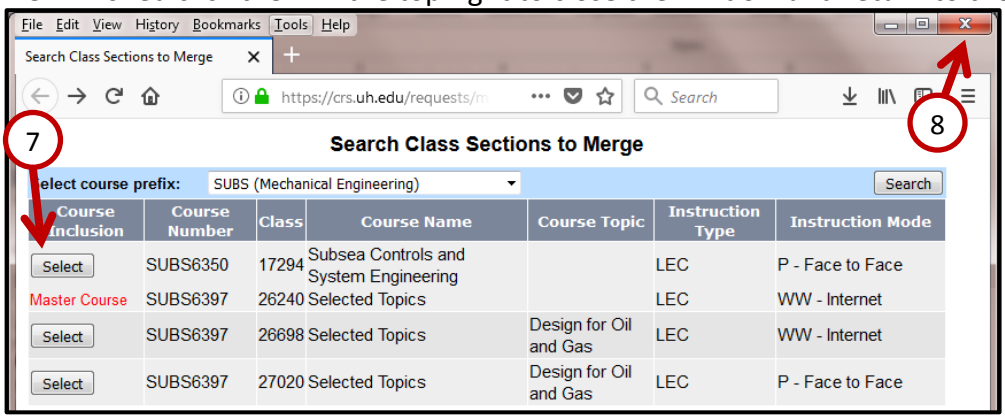
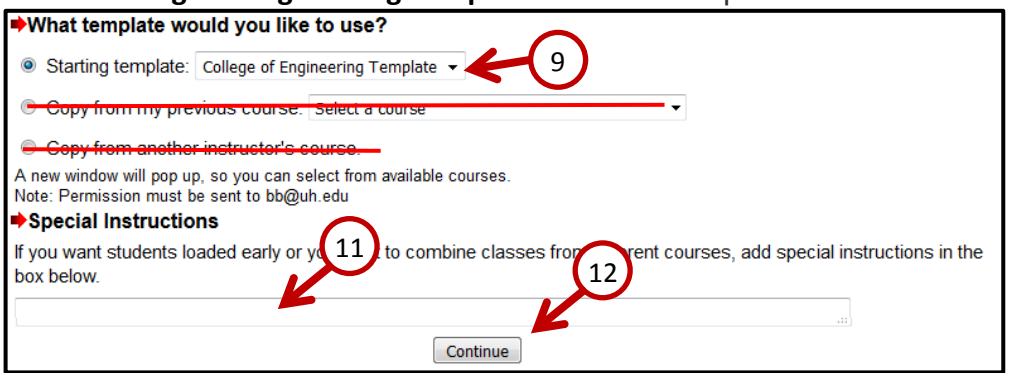
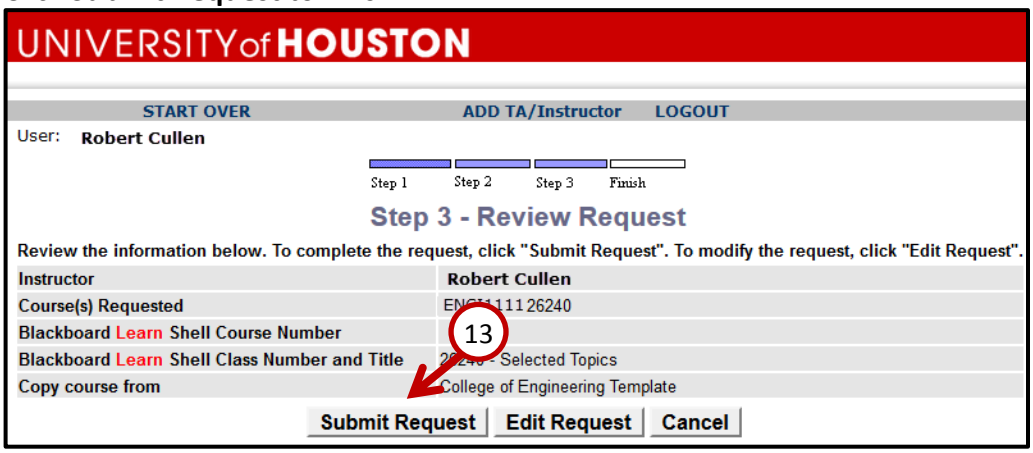
7. A new window will pop up with list of possible courses. Click on the **Select** button to the left of the course name for each course you wish to merge. Do this for all sessions to be merged.
8. When finished click the **X** in the top right to close the window and return to the previous screen.



9. Under **What template would you like to use?,** select **Starting template** radio button and select **College of Engineering Template** from the drop down list**.**



10. At this point ignore the other two choices under **What template would you like to use?**
11. If you wish to copy materials from a previous semester then in the area under **Special Instructions** indicate which semester and course.
12. Click **Continue**.
13. Click **Submit Request** to finish.



14. You will see the final screen indicating a ticket has been submitted for the Blackboard course.
15. If you wish to add a TA at this time click **Add TA/Instructor** button and follow the directions. You can always add a TA at a later date.

If you have any questions, please contact: JC McDonough at 713-743-9972 or jcmcdonough@uh.edu

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