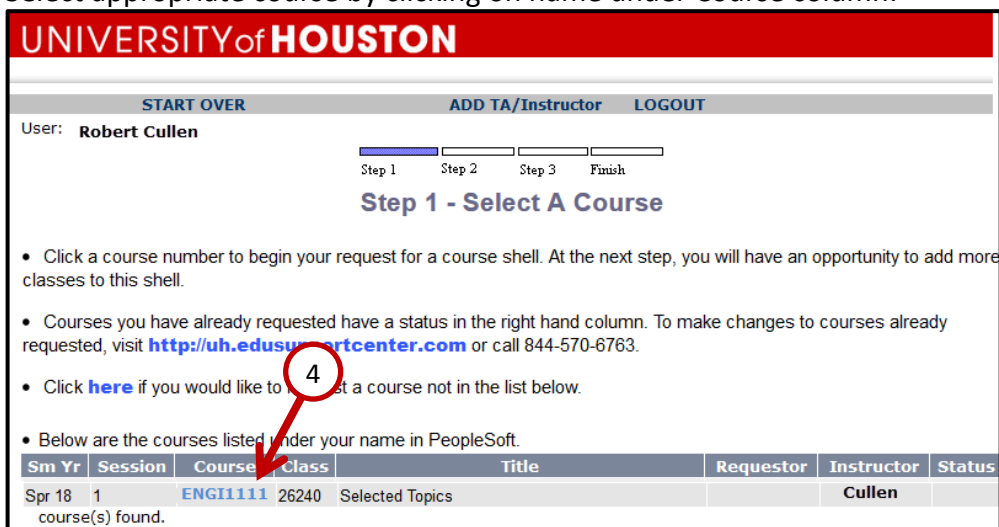


## Requesting a Blackboard Site

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.



**UNIVERSITY of HOUSTON**

START OVER ADD TA/Instructor LOGOUT

User: Robert Cullen

Step 1 Step 2 Step 3 Finish

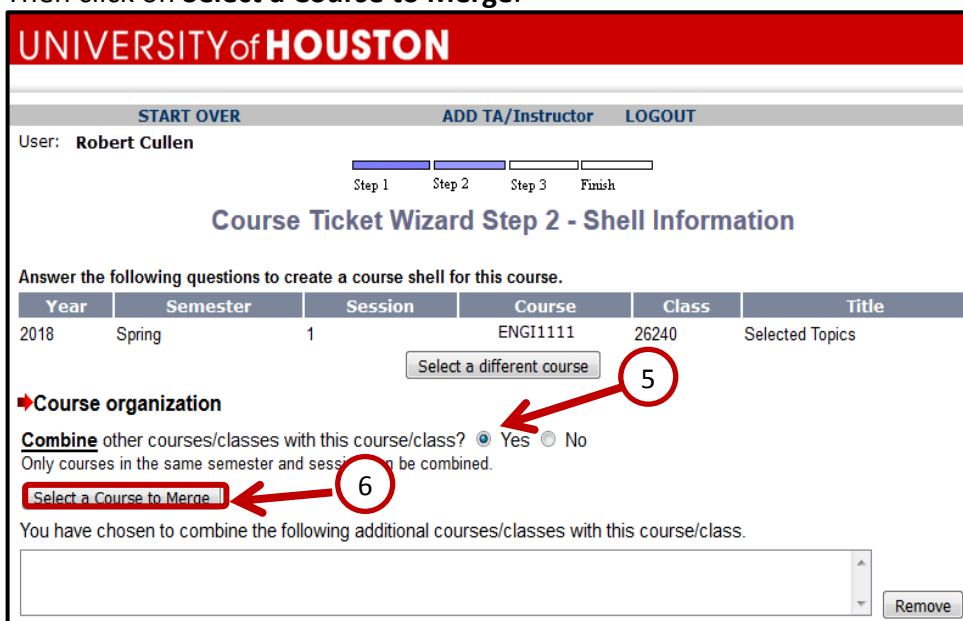
### Step 1 - Select A Course

- Click a course number to begin your request for a course shell. At the next step, you will have an opportunity to add more classes to this shell.
- Courses you have already requested have a status in the right hand column. To make changes to courses already requested, visit <http://uh.edu/supportcenter.com> or call 844-570-6763.
- Click [here](#) if you would like to request a course not in the list below.
- Below are the courses listed under your name in Peoplesoft.

Sm Yr	Session	Course	Class	Title	Requestor	Instructor	Status
Spr 18	1	ENGI1111	26240	Selected Topics		Cullen	

course(s) found.

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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Step 1 Step 2 Step 3 Finish

### Course Ticket Wizard Step 2 - Shell Information

Answer the following questions to create a course shell for this course.

Year	Semester	Session	Course	Class	Title
2018	Spring	1	ENGI1111	26240	Selected Topics

Select a different course

**Course organization**

Combine other courses/classes with this course/class? ☒ Yes ☐ No  
Only courses in the same semester and session can be combined.

Select a Course to Merge

You have chosen to combine the following additional courses/classes with this course/class.

Remove

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.

Search Class Sections to Merge

Select course prefix: SUBS (Mechanical Engineering) Search

Course Inclusion	Course Number	Class	Course Name	Course Topic	Instruction Type	Instruction Mode
Select	SUBS6350	17294	Subsea Controls and System Engineering		LEC	P - Face to Face
Master Course	SUBS6397	26240	Selected Topics		LEC	WW - Internet
Select	SUBS6397	26698	Selected Topics	Design for Oil and Gas	LEC	WW - Internet
Select	SUBS6397	27020	Selected Topics	Design for Oil and Gas	LEC	P - Face to Face

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.

What template would you like to use?

☒ Starting template: College of Engineering Template

☐ Copy from my previous course: Select a course

☐ Copy from another instructor's course.

A new window will pop up, so you can select from available courses.  
Note: Permission must be sent to bb@uh.edu

Special Instructions

If you want students loaded early or you want to combine classes from different courses, add special instructions in the box below.

Continue

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.

UNIVERSITY of HOUSTON

START OVER ADD TA/Instructor LOGOUT

User: Robert Cullen

Step 1 Step 2 Step 3 Finish

Step 3 - Review Request

Review the information below. To complete the request, click "Submit Request". To modify the request, click "Edit Request".

Instructor	Robert Cullen
Course(s) Requested	ENGR 111 26240
Blackboard Learn Shell Course Number	26240 - Selected Topics
Blackboard Learn Shell Class Number and Title	College of Engineering Template
Copy course from	

Submit Request Edit Request Cancel

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](mailto:jcmcdonough@uh.edu)

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