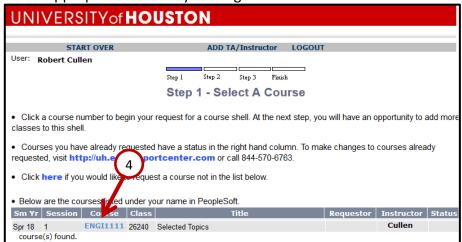# Requesting a Blackboard Site

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 searching for it.
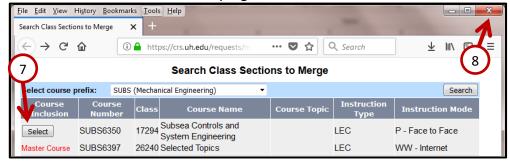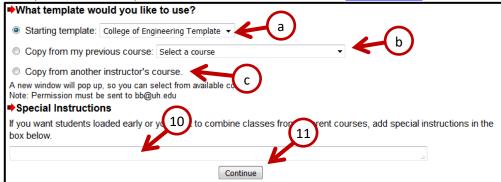4. Select appropriate course by clicking on name under Course column.

5. If you wish to combine several sections then click **Yes** under Course Organization. (**Note**: If you teach both a face-to-face and an online section of the same course, please combine both sections.)
6. Then click on **Select a Course to Merge**.

Contact JC McDonough, 713-743-9972, jcmcdonough@uh.edu with questions.
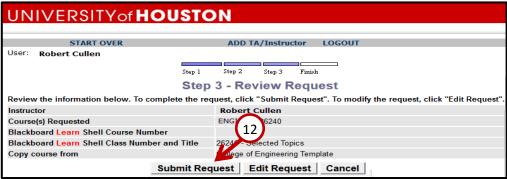Document developed by JC McDonough for Cullen College of Engineering

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 sections 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?** You have three options depending on if you want content from a previous course or an empty template.
   a. For an empty template select **Starting template** then select **College of Engineering Template** from the drop down list**.**
   b. For content from a previous course select the second choice then select a course from the drop down list.
   c. For content from another professor's course select the third choice but you must have that professor or department chair send an email to bb@uh.edu.

10. If you wish to include any specific request then indicate that in the **Special Instructions** area.
11. Click **Continue**.
12. Click **Submit Request** to finish.

13. You will see the final screen indicating a ticket has been submitted for the Blackboard course.
14. 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.

Contact JC McDonough, 713-743-9972, jcmcdonough@uh.edu with questions.
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