

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.

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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.eportcenter.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 linked 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. (**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**.

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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

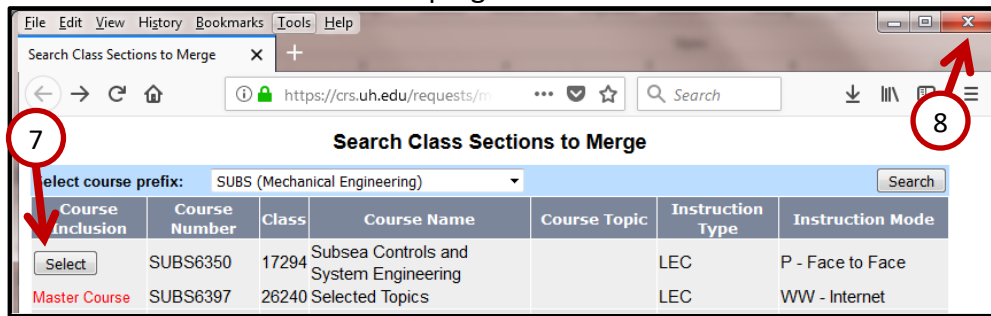
You have chosen to combine the following additional courses/classes with this course/class.

Remove

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.

The screenshot shows a form titled 'What template would you like to use?'. It has three radio button options: 'Starting template: College of Engineering Template', 'Copy from my previous course: Select a course', and 'Copy from another instructor's course:'. Red circles labeled 'a', 'b', and 'c' point to these options. Below the options, there is a note: 'A new window will pop up, so you can select from available courses. Note: Permission must be sent to bb@uh.edu'. Below this is a section titled 'Special Instructions' with a text area for input. Red circles labeled '10' and '11' point to this text area and the 'Continue' button respectively.

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.

The screenshot shows the 'Step 3 - Review Request' screen. It displays the user's information: 'User: Robert Cullen'. It shows a progress bar with steps: Step 1, Step 2, Step 3, and Finish. Below the progress bar, it says 'Review the information below. To complete the request, click "Submit Request". To modify the request, click "Edit Request".' The information to be reviewed includes: Instructor (Robert Cullen), Course(s) Requested (ENGR 6240), Blackboard Learn Shell Course Number (26240), and Blackboard Learn Shell Class Number and Title (26240 - Selected Topics). At the bottom, there are three buttons: 'Submit Request', 'Edit Request', and 'Cancel'. A red circle labeled '12' points to the 'Submit Request' button.

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.