Blackboard Content Request
On-Campus Blackboard

1. To request content from a previous course or to request a new course template for your Blackboard course shell, log into SiS and select your teaching schedule.

On the “My Schedule” page, at the bottom of your teaching schedule there is a link for Blackboard “Add Template/Content”. You may need to scroll to get to the bottom of your schedule.

If nothing happens upon clicking the link, check for pop-up blockers at Disable Popup Blockers.

Click on the “Add Template/Content” link or go to [www.uml.edu/bbcontent](http://www.uml.edu/bbcontent) and log in with your @uml email credentials.
2. Select “Make Request” from the menu on the left, read all the instructions > click the Make a Request button.

You must have requested your classes in SiS before you can copy content.

3. Select a Destination Course where you want the content to go; either your course in the current or upcoming semester > click next.

Only courses you have tagged in SIS, that are not a child course are eligible.
4. **Choose your source type:** A new course template or existing content (from a current or previous Blackboard course) > click next.

- **Requesting a new course template:** This option provides you a default course menu to build a course from scratch. If you select a new course template, confirm your selection and click submit.
Make another request if you need to request content or templates for additional courses.

- **Requesting content from current or previous Blackboard courses:** You may also copy content from any of your Blackboard courses from the previous two academic years.
  - Only courses where you are listed as an instructor will show up in the list.
  - Child courses of a merged set are not eligible.
  - If you do not see a course in your source course list contact your Blackboard Learn Administrators at bbhelp@uml.edu.

More information on the next page
5. To copy content from a previous Blackboard course **Select the Source Course** from the available semesters > click next.

**Select Source Course**

Your Blackboard-enabled course history is displayed below. Choose the course that will source the Blackboard materials for the destination course you selected in the previous step:

HSCI.2510-101 Physiological Chemistry I (Formerly 35.251)
2017 Fall

This course should receive materials from:

Only parent courses and courses that have not been merged are available for selection. Courses with a matching Course ID are **highlighted** for your convenience. If you believe some of your classes are missing from this list, contact bbhelp@uml.edu.

- 2017 Fall
- BMSC.2420-101 Organic Structures and Reactions I (Formerly 36.341)(Formerly MLSC.3410)
- HSCI.2510-101 Physiological Chemistry I (Formerly 35.251)

- 2017 Summer
- 2017 Spring
- 2016 Fall
- 2016 Summer
- 2016 Spring
- 2015 Fall

After making your selection, click **Next** to continue.
6. Confirm your request or go back to change your selection. When you’re finished click submit.

![Confirm Request](image1)

7. Once you submit your request, you will see a confirmation page where you can make another request, if needed.
   You can review your requests and see their status at any time by selecting “My Requests” from the menu on the left.

![Request Submitted](image2)

You will receive an email confirming your request has been submitted.
Time to process can vary based on the nature of your request. Most requests can be completed in two business days, courses that require materials to be transferred from the Online and Continuing Education (OCE) Blackboard system may incur additional processing time.
You will receive a second email when your request has been processed.