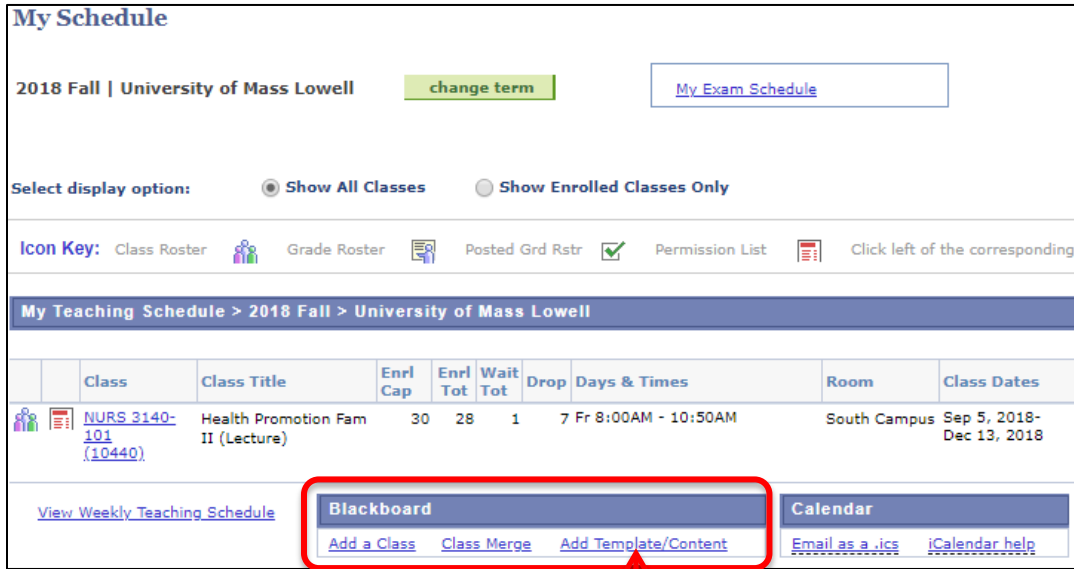


On-Campus Blackboard

Course Setup Step 3: Add Template/Content

To copy over content from a current or previous course or to add a new course template (menu) to your Blackboard course shell, go to your My Schedule page in SiS. Content requests are one course at a time and you must have already completed step 1 for your courses.

Select Add Template/Content at the bottom of your schedule; you may need to scroll down.



My Schedule

2018 Fall | University of Mass Lowell change term My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Key: Class Roster Grade Roster Posted Grd Rstr Permission List Click left of the corresponding

My Teaching Schedule > 2018 Fall > University of Mass Lowell

	Class	Class Title	Enrl Cap	Enrl Tot	Wait Tot	Drop	Days & Times	Room	Class Dates
	NURS 3140-101 (10440)	Health Promotion Fam II (Lecture)	30	28	1	7 Fr	8:00AM - 10:50AM	South Campus	Sep 5, 2018- Dec 13, 2018

[View Weekly Teaching Schedule](#)

Blackboard

[Add a Class](#) [Class Merge](#) [Add Template/Content](#)

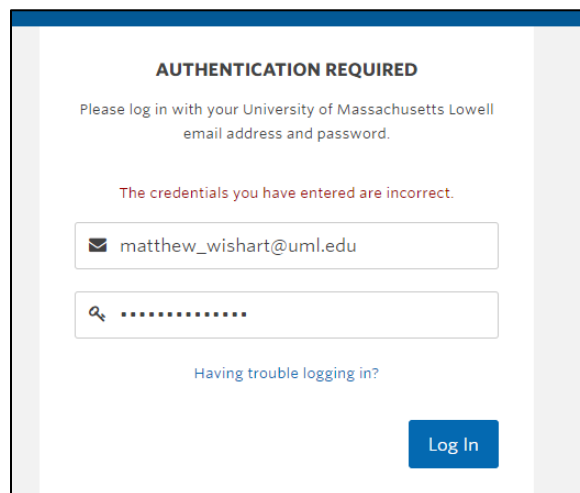
Calendar

[Email as a .ics](#) [iCalendar help](#)

*If the link does not open upon clicking, check for popup blockers and disable them.

[Disabling Popup Blockers information](#)

Log in with your @uml email credentials



AUTHENTICATION REQUIRED

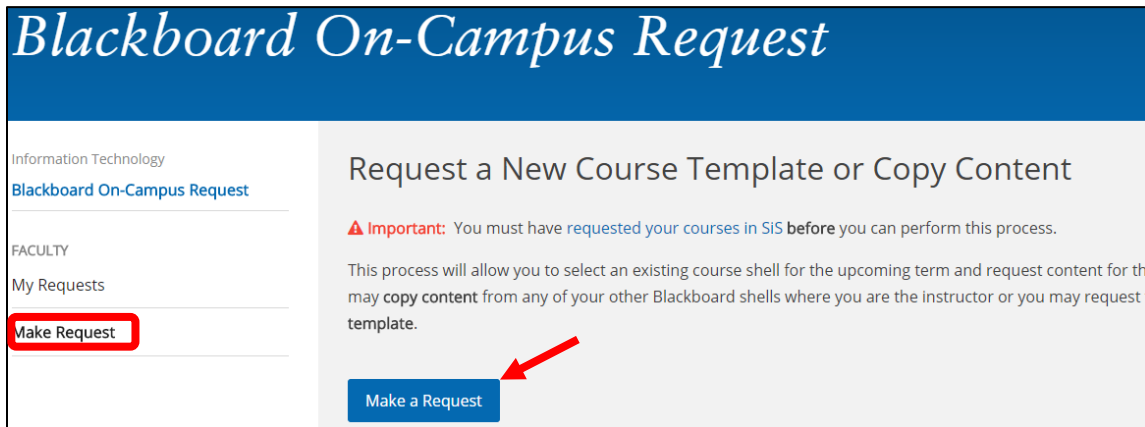
Please log in with your University of Massachusetts Lowell email address and password.

The credentials you have entered are incorrect.

[Having trouble logging in?](#)

You can also access the form to add a new course template or content at www.uml.edu/bbcontent

Select **Make Request** from the menu on the left, read the instructions then click the Make a Request button.



Blackboard On-Campus Request

Information Technology
Blackboard On-Campus Request

FACULTY
My Requests
Make Request

Request a New Course Template or Copy Content

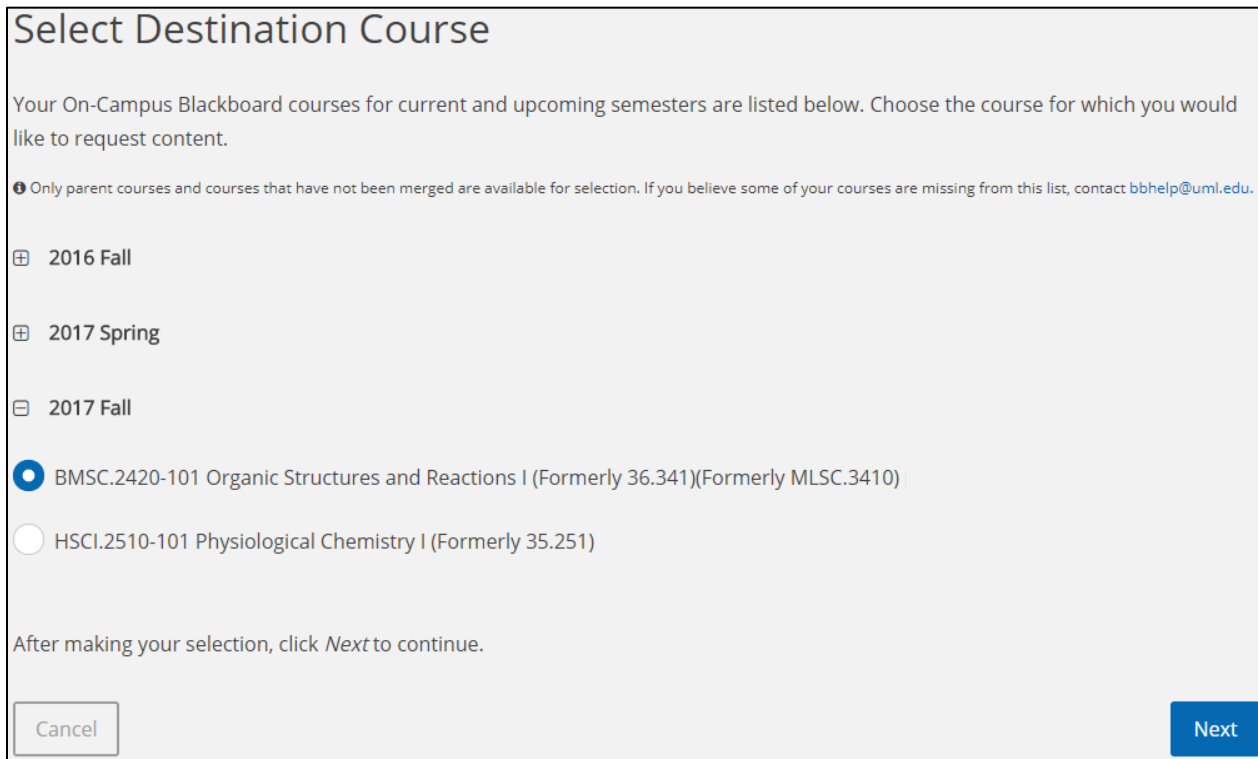
Important: You must have requested your courses in SIS before you can perform this process.

This process will allow you to select an existing course shell for the upcoming term and request content for that course. You may copy content from any of your other Blackboard shells where you are the instructor or you may request to copy content from a template.

Make a Request

Note: You must Add a Class in SiS before you can Add a Template/Content.

Select the **Destination Course** where you want the content to go, a course in the current or upcoming semester, then click next.



Select Destination Course

Your On-Campus Blackboard courses for current and upcoming semesters are listed below. Choose the course for which you would like to request content.

Only parent courses and courses that have not been merged are available for selection. If you believe some of your courses are missing from this list, contact bbhelp@uml.edu.

- 2016 Fall
- 2017 Spring
- 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)

After making your selection, click *Next* to continue.

Only courses you have tagged in SiS, that are not a child course are eligible.

Choose the source type: A new course template or the content from a current or previous course, then click next.

Choose Source Type

What kind of content should be applied to this course?

The content from one of my current or previous courses

A new course template

After making your selection, click *Next* to continue.

[Go Back](#) [Next](#)

NEW COURSE TEMPLATE

Requesting a new course template: This option provides a default course menu with resources for students and a Home Page on which to build content. If you select a new course template, confirm your selection and click submit.

Confirm Request

Please verify your request below. Then, click *Submit* to submit your request.

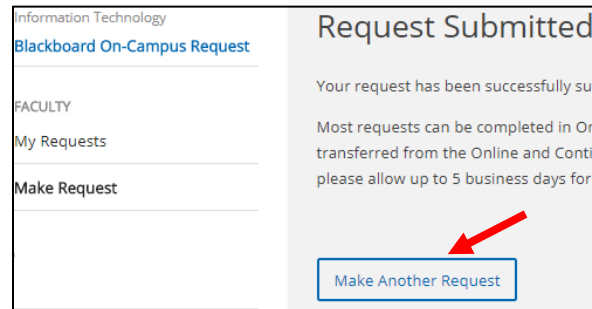
New Course Template

↓

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

[Go Back](#) [Submit](#)

To continue adding templates or content to additional courses, select Make Another Request.



COPYING PREVIOUSLY CREATED CONTENT

Requesting content from current or previous Blackboard courses: You can use this system to 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 your list.
- Child courses of a merged set are not eligible.
- If you do not see a course in your source course list that you believe should appear, contact On-Campus Blackboard Support at bbhelp@uml.edu.

Special Content Requests: The following special requests are done manually by IT and may take additional time to process. To make a special content request email bbhelp@uml.edu with all relevant details.

- Requests to use content from another instructor's course require permission from that course's instructor of record or the department chair.
- Requests for content from the OCE Blackboard are subject to OCE copyright policies. These copies from the OCE Blackboard system may incur additional processing time.


Select the Source Course from the available semesters, then 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) [LDAY]

HSCI.2510-101 Physiological Chemistry I (Formerly 35.251) [LDAY]

2017 Summer

2017 Spring

2016 Fall

2016 Summer

2016 Spring

2015 Fall

After making your selection, click *Next* to continue.

Confirm your request or go back to change your selection. When you're finished click submit.

Confirm Request

Please verify your request below. Then, click *Submit* to submit your request.

2016 Fall
HSCI.2510-102
Physiological Chemistry I (Formerly 35.251)


↓

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

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.

Information Technology
[Blackboard On-Campus Request](#)

FACULTY
[My Requests](#) 


[Make Request](#)

ADMIN
[Request](#)

Request Submitted

Your request has been successfully submitted. You will receive a confirmation email shortly.

Most requests can be completed in On-Campus Blackboard within 2 business days. Courses that require materials to be transferred from the Online and Continuing Education (OCE) Blackboard system may incur additional processing time; please allow up to 5 business days for completion of OCE transfer requests.



You will receive an email confirming your request has been submitted.

Time to process can vary based on the nature of your request but most requests can be completed in two business days

You will receive a second email when your request has been processed.

For a one on one meeting in person or by phone, schedule a [Technology Consultation](#) or email On-Campus Blackboard Support at bbhelp@uml.edu