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.

*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

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.

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.

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.

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.
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 blackboardhelp@umass.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.

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.

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