On-Campus Blackboard
Course Setup: Add Template/Content

To add content from a previous course or to add a new course template for your Blackboard course shell, go to your My Schedule page in SiS. Content must be applied one course at a time. Once the request is submitted the content will populate within two hours or two business days.

You must perform Step 1 to Add a Class in the Blackboard box at the bottom of your My Schedule page in SiS.

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

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

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
Read the instructions, **Select Make Request** from the menu on the left or 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**, 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.

Example of the New Course Template menu:
To continue adding templates or content to additional courses, select Make Another Request.

COPYING PREVIOUSLY CREATED CONTENT

Select the Source Course* from the available semesters, then click next.

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.

*Source Courses: You may 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
- Requests to use content from another instructor require permission from the current or previous instructor or the department chair.
- Requests from OCE are performed manually unless the content is fully online and under copyright restrictions.

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
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. Most requests can be completed in two business days, courses that require materials to be transferred from the OCE Blackboard system may incur additional processing time.

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