

Content Request

What is a Content Request?

All faculty are provided blank shells for their courses each term and must request content for them by either applying a new course template to build a course from scratch or copy content from another course and update it for the new term.

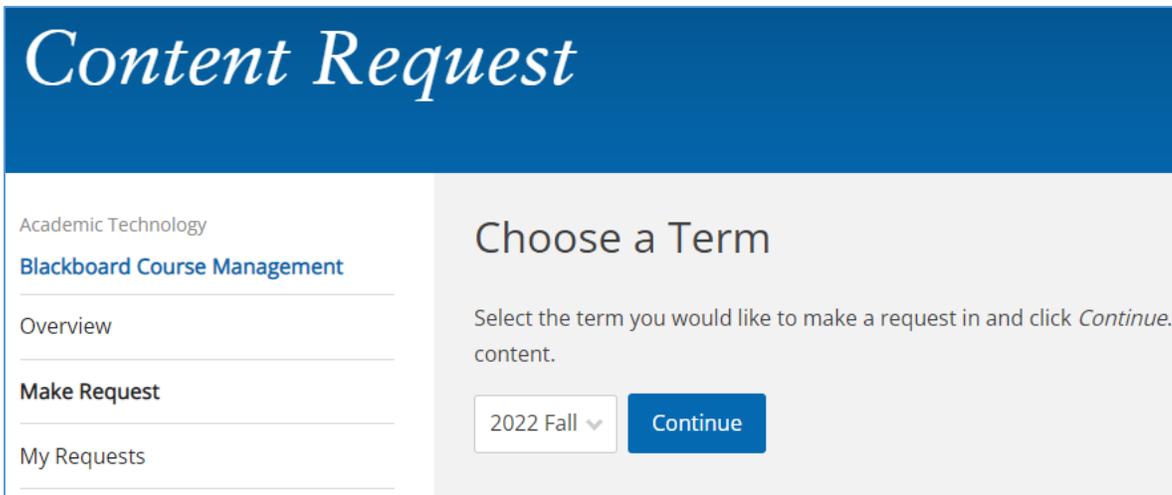
Reminders

*Please note: This document is only for Undergraduate courses, to request content for a GPS (graduate or online) course please follow the [GPS content request instructions](#).

*Requesting content is required step for course setup.

Log into www.uml.edu/bbsetup and select the “Make Request” option from the menu on the left. Then choose “Set Up Content”.

Once you select to make a content request select which term the request is for and click continue.



The screenshot shows the Blackboard Content Request interface. At the top, there is a blue header with the text "Content Request" in a white, serif font. Below the header, the page is divided into two main sections. On the left, there is a navigation menu with the following items: "Academic Technology", "Blackboard Course Management" (highlighted in blue), "Overview", "Make Request", and "My Requests". On the right, the main content area is titled "Choose a Term" and contains the instruction: "Select the term you would like to make a request in and click *Continue*. content." Below this instruction, there is a dropdown menu showing "2022 Fall" with a downward arrow, and a blue button labeled "Continue".

Select a Destination Course. This is the course where you want the content to go. In the next step you will choose the source of that content.

Choose the Destination Course

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2022 Fall

CHEM.1210 Chemistry I (Formerly 84.121)

CHEM.1210-103C (#6902)

Choose the type of source content for your destination course.

If you plan on building the course from scratch select the “new course template”. This will give you a default course menu and layout.

If you already have content from another Blackboard course you may choose to copy the content from one of your current or previous courses.

If you need to make a special request for content not listed here please email bbhelp@uml.edu.

Choose the Source Content

If you plan on building the course from scratch select the **A new course template**. This will give you a default course menu and layout.

If you already have content from another Blackboard course, you may choose to copy the content from one of your current or previous courses.

If you need to make a special request for content not listed here, please email bbhelp@uml.edu.

Selected Destination: **CHEM.1210-103C (2022 Fall)**

What kind of content should be applied to the destination class?

A new course template

 The destination course will be populated with a default course menu and layout.

The content from one of my current or previous classes

Review your selection and make sure of your choice before hitting the submit button.

Review

Please review your choice for the content request.

The template:

 A new course template with a default course menu and layout
Template

will be applied to:

 CHEM.1210-103C Chemistry I (Formerly 84.121)
2022 Fall
Destination Class

Most requests can be completed within an hour. Special content requests or requests that require the use of archives may take up to 5 business days.

To check the status of a request click on the “My Requests” link in the menu on the left or contact bhelp@uml.edu.

You will receive a second email once your content request has processed.



Request Submitted

You will receive an email confirmation shortly.

Please allow up to **one hour** for your request to process and the changes to be reflected in Blackboard.

To continue setting up your courses, click *Make Another Request*.