On-Campus Blackboard Course Set Up
Faculty Self-Service Course Content Request

1. Go to 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 Class** 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 blank shell or content from a previous class > click Next.

- **Previous Classes:** You may select content from any of your Blackboard courses from the previous two academic years. More information on the next page.

- **Blank Shell:** If you select a blank shell your request is complete. Confirm your selection and click submit. Make another request if you need to request content for additional course shells.
5. To copy content from a previous course **Select the Source Class** from the available semesters > click next.

   a. Only courses where you are listed as an instructor will show up in the list.
   
   b. Child courses of a merged set are not eligible
   
   c. If you do not see a course in your source course list contact your Blackboard Learn Administrators at bbhelp@uml.edu.
6. Confirm the request or go back to change your selection. When you’re finished click submit.

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.

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

Time to process can vary based on the nature of your request. Please allow up to 5 business days for completion. 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.