Once you select to make a content request select which term the request is for and click 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 source of content to add to your destination (upcoming) course.

If you plan on building the course from scratch select the “new course template”. This will give you a course menu and layout that will be standardized to reduce confusion for students. Place your content in the Home Page.

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

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: BIOL.1120-101 (2020 Spring)

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.
If you need to make a special request for content not listed in your Source Courses page, please email bbhelp@uml.edu.

Most requests can be completed within 2 business days. 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.

For more information, contact bbhelp@uml.edu.