REQUEST FOR BLACKBOARD COURSE(S)

Please complete this form to request a course shell to be created for you in Blackboard; you will need to resubmit this form each semester you wish to use Blackboard. Email the form to Karen_Buchanan@mail.msj.edu for processing.

If you have any questions about the form, please contact Karen Buchanan (#4275). If you would like assistance setting up courses and/or learning to use the new Blackboard Learn, please contact Amy Grincewicz (#4544).

Prior Semester Course Code (Required only if you would like us to restore a course from a WebCT or Blackboard course backup that you taught previously so that you can reuse it this semester e.g. WCT108_01_S209. *We cannot locate courses from the backup files without this code.)*	New Course Code (e.g. WCT108_01_S411)	Course Name (e.g. Blackboard Learn for Beginners)	Instructor Username(s) (e.g. jonesdaria or buchanankaren)	Is this a cross listed course or are you combining more than one section? (If so please indicate cross listed course code and/or additional sections, eg. WCT108_01_02_S411)	By what Date do You Need to have Students Loaded?	If you do NOT want a Project Excel tutor to have access to your course please check here