# HOW TO REQUEST A COURSE FOR BLACKBOARD

**Requesting courses**: Faculty can now request a Blackboard component for their classes through MyRIC. The classes that you've selected will be created for you the next day.

**IMPORTANT NOTE: Classes can only be created if they are officially in your MyRIC roster.**



1. Log-on to **your network account**

**3.** Click the "**change term**" button and choose the desired term



**4.** The check box under "**LMS Check**" indicates the status of the course in Blackboard. The absence of a checkmark indicates the course has NOT been added. **Click the checkbox next to each course you wish to add to Blackboard**.



**5.** The "**LMS Save**" button will display above the My Teaching Schedule table.

**6.** To add the course(s), click "**LMS Save**" once.

**7.** You may sign out of **MyRIC** at this time. Your course is queued for addition to Blackboard.

Course requests take approximately 24-48 hours. If after this time you do not see the course in Blackboard, please recheck the course selection in the MYRIC area to make sure there is a check mark. If you see an error please call the Helpdesk at 401-456-8803 or email helpdesk@ric.edu to report the problem.

**IMPORTANT NOTE**: IF YOU PLAN TO CROSSLIST TWO OR MORE CLASSES, PLEASE EMAIL THE HELPDESK (helpdesk@ric.edu) IMMEDIATELY AFTER MAKING THE REQUEST TO REQUEST A CROSSLIST. THE DEADLINE FOR CROSSLISTING REQUESTS IS 5 DAYS BEFORE THE COURSE START DATE. For more information on cross-listing please click here.

**How the courses will appear**: The courses created will be blank courses. If instructors would like to reuse materials from a previous course, they can follow instructions below on how to copy a course over.

[Moving your BB Course from Last Semester](#)