

# 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**



## Faculty Center

### My Schedule

Fall 2013 | Rhode Island College

**change term**

[View Personal Data Summary](#)  
[My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

- Click the "change term" button and choose the desired term

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	LMS Check
<a href="#">CHEM 103-000 (20601)</a>	General Chemistry I (Lecture)	50	TuTh 4:00PM - 5:50PM	Clarke Science 125	Jan 25, 2010 - May 8, 2010	<input type="checkbox"/>
<a href="#">CHEM 412-01 (20632)</a>	Inorganic Chemistry II (Lecture)	2	TBA	To be announced	Jan 25, 2010 - May 8, 2010	<input checked="" type="checkbox"/>

- 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.**



- The "LMS Save" button will display above the My Teaching Schedule table.
- To add the course(s), click "LMS Save" once.
- 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](mailto: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](mailto: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](#)