HOW TO REQUEST A COURSE FOR BLACKBOARD

Requesting courses: Faculty can now request a Blackboard component for their classes through <u>MyRIC</u>. 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

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MINE ONLINE		
Favorites Main Menu		
Student Faculty Staff/Admin		
Welcome to MyRIC 07/15/2013		
Faculty Center	0 -	Aro
Class Roster		
Grade Roster		
My Schedule		
Advisor Center	0 🔻	ĺ –
Advisee Academics		
Advisee General Info		
Advisee Student Center		
Advisee Transfer Credit		
My Advisees		
Service Indicators		
Advisement Module	0 -	[
Create Contact Log		
Make appointment with student		
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Setup My Appointment Schedule

Faculty Center	Advisor Center	Search	Learning Management
Faculty Center			
My Schedule		1	
Fall 2013 Rhode Islan	d College chang	je term	View Personal Data Summary My Exam Schedule
Select display option:	• Show All Classes	Show Enrolled Cla	sses Only

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

14	y To	aching Sche	dule > Spring 2010 :	Rhode I	sland College			
		Class	Class Title	Enrolled	Days & Times	Room	Class Dates	LMS Che
ĥ	6	CHEM 103- 000 (20601)	General Chemistry I (Lecture)	50	TuTh 4:00PM - 5:50PM	Clarke Science 125	Jan 25, 2010- May 8, 2010	
2		CHEM 412-01 (20632)	Inorganic Chemistry II (Lecture)	2	TEA	To be announced	Jan 25, 2010- May 8, 2010	

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.

Select display option:	Show All Classes	Show Enrolled Classes Only	
			LMS Save

- 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 <u>helpdesk@ric.edu</u> to report the problem.

IMPORTANT NOTE: IF YOU PLAN TO CROSSLIST TWO OR MORE CLASSES, PLEASE EMAIL THE HELPDESK (<u>helpdesk@ric.edu</u>) 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 <u>here</u>.

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