Completing a Blackboard Course Request
-A tutorial for UH College of Education faculty and/or staff-

Blackboard Vista 8—
The grade center is a new and easy-to-use smart grading tool built to save teachers time, provide ultimate flexibility and offer powerful analysis. This tool provides students and appropriate stakeholders with insight into the student’s academic progress. By dramatically simplifying the grading process, the grade center is a powerful instructional tool. http://www.uh.edu/blackboard

What do you want to do?
I am the Instructor of Record for a University of Houston course and I would like to request my course to be in Blackboard Vista.

1.1
- Go to http://www.uh.edu/blackboard
- Click on “Faculty Help” from the top navigation.

1.2
- Select “Blackboard Vista Faculty Course Request Form”

1.3
A new window will pop up.
- Enter your “Instructor PeopleSoft ID”
- Click “Continue”
1.4
To request a Blackboard Course,
- Click on “REQUESTS” from the top menu.
- Click on “New Course Shell”

1.5
To help find your course for the upcoming semester,
- Enter the criteria for “Search Options”
- Click on “Search”

1.6
Once your courses are listed below,
- Click on a course number to continue.
1.7

Answer the following questions to complete the request and click “Continue”.

Step 2a Course Organization = If you have one course with several sections, you can choose to combine the sections together. This makes it easier to manage your course materials and keep all your students on the same track.

Step 2b Copy Course from a Previous Semester = You can start from scratch, copy a previous Blackboard course to transfer all materials over for the new semester, or use materials from another professor with their permission.

1.8

At this point, you can review the request.

If there are errors in the request, click on “Edit Request”.

Otherwise click “Submit Request”.

Congratulations!! You have submitted your request. It is now being processed.

To properly close the system, click on “LOGOUT” from the top menu.

If you have any questions regarding the content of this tutorial please contact Blackboard Support (http://www.uh.edu/blackboard) or the CITE Lab Help desk (713-743-9833).