Course Requests

Bulk course requests

Schools and faculties are encouraged to request Blackboard courses in bulk and as soon as possible for next semester. This ensures that the creation of courses is not delayed due to peak demand during O-week and Week 1 of semester.

One Bulk course request should be submitted for each area to ensure duplicate courses are not created.

How do I request new courses and course copies in bulk?

Complete the required information in the spreadsheet Blackboard Bulk Order (linked to the Course Requests tool page).

**Note:** Staff can still submit individual requests using the Course/Community Site Request Forms found on the Blackboard Staff tab. This form also allows you to request that content from an old course is copied into your new course and that courses are combined.

Requesting new courses

The spreadsheet contents sample data to help you with the completion of your request.

You must only make one request per row. Requests for a new copy and for the copying of data into that course must be made on separate rows.

- In column A enter New.
- Leave column B blank.
- In column C enter the course title, this allows ITS to double check the course code is correct.
- In column D enter the full course code (i.e. BIOL2010S_6260STx).
- In column E enter the location for the course, i.e. St Lucia, Ipswich, Herston, Gatton, external.
- In column F enter the UQ user name of the instructor (this can be found in Outlook under the user’s Outlook Properties – Known as their Alias). If the instructor is not known a professional staff member can be added as instructor temporarily. When the instructor is known the professional staff member can add them to the course (refer to the Enrol User (Bb) tool page).
- In column G enter the full course codes of any courses you want student enrolments combined with this course.
- In column H enter any additional information required.

**Note:** Remember to delete the rows of sample data.

### Requesting course copies

The spreadsheet contents sample data to help you with the completion of your request.

You must only make one request per row. Requests for a new copy and for the copying of data into that course must be made on separate rows.

- In column A enter Copy.
- In column B enter the full course code (i.e. **BIOL2001S_6160STx**) of the course you wish content copied out of i.e. the old course.
- In column C enter the course title you wish data copied from (the old course), this allows ITS to double check the course code is correct.
- In column D enter the full course code (i.e. **BIOL2015S_6260STx**) of the course you wish content copied into i.e. the new course.
- In column E enter the campus / mode: i.e St Lucia, Gatton, Ipswich, Herston, external.
- In column F enter the UQ user name of the instructor (this can be found in Outlook under the user’s Outlook Properties – Known as their Alias). If the instructor is not known a professional staff member can be added as instructor temporarily. When the instructor is know the professional staff member can add them to the course (refer to the **Enrol User (Bb)** tool page).
- In column G enter the full course codes of any courses you want student enrolments combined with this course.
- In column H enter any additional information required.
### Sending in request

Email the completed spreadsheet to [bbadmin@its.uq.edu.au](mailto:bbadmin@its.uq.edu.au).

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