Create a Blackboard Course

Request Form

To request a Blackboard course, please fill out the following information. When you are finished, click on the SEND REQUEST button at the bottom of the page. Please read the Lehigh Blackboard Polices below.

Lehigh Blackboard Policies

NEW COURSE POLICY. Blackboard courses will be created 24-48 hours after receipt of this web request form. New courses will be automatically populated when roster information is available from the Registrar's office, usually the day before classes begin. Student roster information will be updated on a daily basis through the drop/add period.

OLD COURSE POLICY. Blackboard courses will be deleted after residing one year on the Blackboard server, however you can request that a course be deleted at any time. You will be notified before your course(s) is deleted. It is strongly recommended that you archive your course at the end of a semester for your personal records. Download the archive file and save it. In addition, if you used the Blackboard gradebook, please export it and download to your computer for your records. For additional information, please see the faculty FAQ about course archiving.

Instructor Information
Enter your name, department, email address, phone, and college

Instructor's Name:

Department:

Email Address:

Phone:

(Required)	(Optional)	(Optional)
What college are you affiliated with?	Do you want the LTS librarian supporting your college to contact you?	Do you want the library to be able to add scanned materials to this course(s)?
○ Business & Economics	○ yes (Brian Simboli)	☐ yes
○ Arts & Sciences (choose only one librarian)	○ yes (Rosann Bowerman-Social Science) ○ yes (Brian Simboli -Sciences, Psychology, and Math) ○ yes (Kathy Morrow-Humanities)	Note - this will enroll the library scanning account in this course so that the materials can be uploaded. You must still contact the library (inres@lehigh.edu) to arrange to drop off your printed materials.
○ Education	○ yes (Jean Johnson)	
○ Engineering	○ yes (Sharon Siegler)	

New Course Information

*Note: **00** in the section field will include **all** sections, **if you only want a specific section, enter that number in the Section file**. For multiple (but not all!) sections, separate the numbers with commas.*

DON'T FORGET TO HIT THE 'SEND REQUEST' BUTTON AT THE BOTTOM OF THIS PAGE

1.

Department ID e.g. PSYC	Course Number e.g. 435	Section	CRN	Semester	Course Name
		00		Summer 2007 ▾	

- If this course is to be a **copy** of an existing course, please enter the Blackboard Course ID of the course to be copied (e.g. PSYC-435-00-FL02):

- If this is a **cross listed** course, please list the correspon courses and sections, so that the correct students from th departments will be enrolled in this course:

2.

Department ID e.g. PSYC	Course Number e.g. 435	Section	CRN	Semester	Course Name
		00		Summer 2007 ▾	

- If this course is to be a **copy** of an existing course, please enter the Blackboard Course ID of the course to be copied (e.g. PSYC-435-00-FL02):

- If this is a **cross listed** course, please list the correspon courses and sections, so that the correct students from th departments will be enrolled in this course:

3.

Department ID e.g. PSYC	Course Number e.g. 435	Section	CRN	Semester	Course Name
		00		Summer 2007 ▾	

- If this course is to be a **copy** of an existing course, please enter the Blackboard Course ID of the course to be copied (e.g. PSYC-435-00-FL02):

- If this is a **cross listed** course, please list the correspon courses and sections, so that the correct students from th departments will be enrolled in this course:

Comments or Questions

[Send Request] [Reset Form]

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