Requesting a Blackboard Course at Northern Illinois University

If you are listed as the “Instructor of Record” for a course, and you would like to request that the course be made available in Blackboard, this tutorial will guide you through the steps of that process at Northern Illinois University.

To begin with, go to the Blackboard link in the upper right hand side of the main NIU.edu web page.

Or enter webcourses.niu.edu into the browser’s url address box and hit the Enter button.

Next you will enter your NIU Account ID, along with your password.

After logging into Blackboard, click on the word “Services” at the top navigation bar.

Click on Blackboard Faculty Tools’ link on the left hand side of the page.

Notice that you have 2 choices: My Courses and My Shells. My Courses is for requesting your Blackboard course or courses. MyNIU automatically populates the course with enrolled students.

My Shells is for a different purpose. Shells are for course development purposes only and students are never enrolled in a shell.

For the purpose of this tutorial we will stick with requesting a course.

To proceed, click on My Courses.

Once here, from the dropdown list, select the semester that you are requesting a course for, and click Submit.

Blackboard is going to retrieve all courses where you are listed as the “Instructor of Record” for that semester.
You will need to go through this process each semester.

If you don’t see the course that you want to request, you will need to contact that department so you can be added as the Instructor of Record. Scroll through the results and check the box next to each course that you would like to request.

Once you’ve identified the course or courses, and selected them, click on the Request Single Section.

You will be taken to a new page where you will be able to review your choice. If everything looks correct, click Submit.

After you click Submit, you will receive a message that your request has been submitted and your course will be available after 1 full business day, often sooner.

You can backtrack and view your results by clicking the Faculty Tools link, and clicking on My Courses.

Again, choose your semester from the dropdown list and click Submit, and here you can see an overview of the courses that have been requested and even some that haven’t.

Any course that has one of these icons next to it indicates that it has been requested.

A course that hasn’t been requested will have this box that you can check if you now want to request it.

You can access your course or courses by clicking on the Courses tab and locating them under the Course List. And we can see both courses that were requested.