

Requesting a Course

At NIU, you need to request the courses you are teaching in Blackboard each semester. In order to submit the request, you must be listed as the Instructor of Record for the course in MyNIU.

To request a course, after logging into Blackboard, click on the word “Services” in the top navigation bar. Once on the Services screen, click the Blackboard Faculty Tools link. This page will have two choices: “My Courses” and “My Shells.” “My Courses” is for requesting your Blackboard course or courses. Students who are registered for the course in MyNIU will automatically be enrolled in the Blackboard course. “My Shells” are for course development purposes only, and students are never enrolled in a shell.

To proceed, click “My Courses.” Next, select the semester from the drop-down menu, and click Submit. Blackboard is then going to retrieve all courses where you are listed as the Instructor of Record in MyNIU for that semester. This list also shows everyone who is listed as Instructor of Record for the courses in MyNIU.

If you don't see the course that you want to request, or if the list of Instructors of Record is incorrect, you will need to contact your department scheduler to have the course assignments updated in MyNIU.

Click the checkbox next to each course you would like to request. Once you've identified the course or courses, and selected them, click the “Request Single Sections” button. You will then be taken to a confirmation page where you will be able to review your choices, select “Auto Availability,” and set availability dates.

The auto availability option allows you to automatically make your course available to students on a specific date. To opt-in, leave the “Auto Availability” box checked. By default, the “Availability Date” is set to the start date of the course. However, you can specify a different date.

If you wish to opt-out of auto availability, uncheck the box. In this case, you will need to make the course available manually when you are ready for students to access the course.

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 instantly. You will also receive a confirmation email to confirm that your request has been processed.