

# Requesting a Shell – Transcript

The shell course is a useful tool for faculty to develop courses, transition content to the Ultra Course View, and experiment with course design in a space away from students. Shells behave in every way like courses and faculty may create as many shells as they would like for course development purposes. Any content developed in shells can be copied into other courses.

To create a shell, log in to Blackboard, and click the Tools tab on the base navigation menu. On the Tools page, click Blackboard Faculty Tools. On the page that opens, click My Shells. You will see a list of any previously created shells here. In the upper left, click Request New Shell to start the shell request process. In the pop-up window, choose a subject and a course number. These can be anything you want them to be, but it is best to name them in a way that helps you stay organized. “Shell” precedes the name of this course, and it is common for faculty to choose the same name as the course they are using the shell to develop. Select a course type, Ultra or Original. Once the shell has been created, you may not change the course view. Please note that if you are using a shell to transition Original View content to the Ultra Course View, you will need to create an Ultra shell. Click Submit to complete the request.

Shells are processed very quickly, commonly in less than five minutes. You will receive an email notification when the shell is available. To locate the shell, navigate back to your Courses page. You will find the new shell listed under Assorted Dates. The list is alphabetical, so if you have more than one shell, you may need to scroll down or change pages to locate it. If you do not see your shell, you may need to refresh your browser. Here's a pro tip. Click this star. It will move the shell up to your Favorites and make it much easier to find in the future.