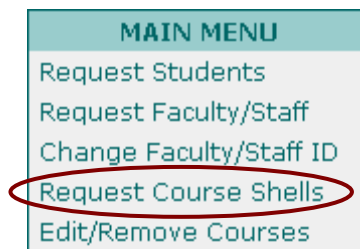


Requesting New Course Shells

New Blackboard users do not automatically get a course shell. Each course shell that exists in the system is the result of a request generated by a Coordinator via the Bb-Admin Portal. The following steps demonstrate how to initiate a request for new course shells.

1. Visit: <http://bbadmin.wcpss.net> and log in.
2. Click the Request Course Shells link located in the Main Menu on the left side of the page.



3. Type the number of course shells you'd like to request into the space provided.



A screenshot of a form with a teal header that says 'Directions: Please enter the number of course shells you want to request in the field below and click the next button.' Below the header is a text input field labeled 'Number of Course Shells:' with the number '5' entered.

4. Click .
5. Type the instructor's email id (email address without the @wcpss.net part), the instructor's full name, and the NCWise ID of the corresponding course in the spaces provided.

#	Instr. Email ID ?	Instructor Name ?	NCWISE Course ID ?
1	buser	Blackboard User	1936458
2	jdooe	John Doe	8th_grade_math
3			

- If you do not know the NCWise ID of the course or there is no corresponding NCWise course for the course shell you are requesting, you can make one up. However, you must follow these rules:
 - No Spaces (use _ in place of spaces)

Blackboard Admin Portal

Requesting New Course Shells

- No Punctuation
 - No more than 15 characters for the Course ID (Keep it very short!)
 - EXAMPLE: "Mr. Smith's Chemistry Class" is unacceptable. "mr_smiths_chem" is acceptable.
6. Click the Request Shells button.
- You will see a confirmation message that your requests are being submitted. You will receive an email from The Blackboard Team once the requested course shells have been created for you.