

Course Request for Blackboard

This form is to be used by instructors requesting a new course site or that a copy of an existing course site is made on Blackboard. If the course being requested uses a "course cartridge" this should be ordered by the instructor each semester. Course Cartridges do not copy well. All courses made available each semester must have the current semester date: (example: Spring 2007, clev-2007sp-CIS-110-OL1). Courses are removed from Blackboard by semester date.

Course prefix, number and section # as listed on CCC's published schedule:
Course name as listed in the college handbook:
If the course is to be copied what was the old Blackboard Course ID?
Course Instructor Name: If adjunct faculty, who is the instructor/dean on campus that we contact for questions?
Course Instructor Phone Number:
Course Instructor Email Address:
Semester to be offered:
For student info: list additional Software/Hardware requirements.
For student info: list Orientation requirements, dates, etc.

Complete the Software/Hardware Installation Request form in the Curriculum Office. This form is used so software will be loaded in the classroom and library for students. Before the semester begins, check your classroom and the library to make sure your software is loaded and correct.

Email completed form to: ledford@cleveland.cc.nc.us

Contact Jody Ledford if you have any questions.