

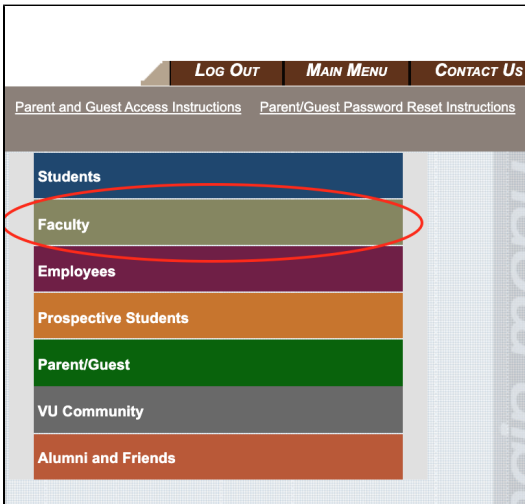
# Requesting Courses in Blackboard

THESE INSTRUCTIONS ARE FOR FACULTY ONLY. Valparaiso University does not create a course shell in Blackboard for every course. If you would like to use Blackboard you must request that your course shell be created. This process begins in DataVU. Please review the documentation below to make the request.

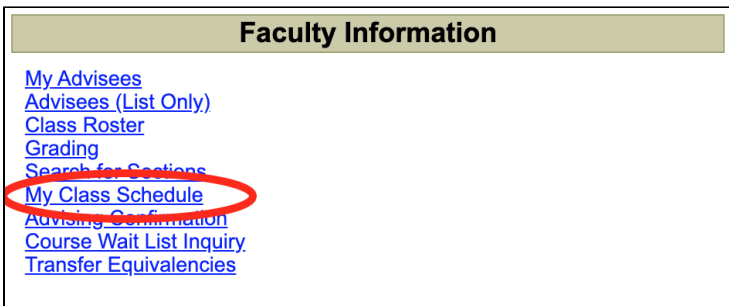
STUDENTS: If you are not seeing your Blackboard course, you should contact the instructor to inquire about its use or availability.

## Step-by-step guide

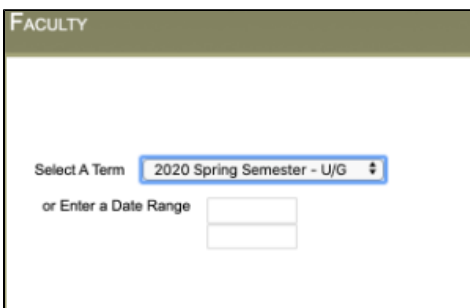
1. Begin by logging into [DataVU](#)
2. Click on the **Faculty** bar shown below



3. Click the link for **My Class Schedule**



4. Select the correct term from the drop down menu and then click **Submit**



5. Click on the checkbox for **Create In Blackboard** and then click **Submit**

Create in Blackboard	Create Mailing List	Class
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">BUS-37</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">GS-390</a>



**IMPORTANT NOTE**

Course requests will run through an automated process every two hours. Your course could take up to two hours to appear in Blackboard (Monday-Friday). The automation does not occur as regularly on the weekends.

**Related articles**

- [Modify Testing Accommodations in Blackboard](#)
- [Requesting Course Mailing Lists in Blackboard](#)
- [Setting Up Perusall Tool in Blackboard](#)
- [Removing Attendance from Grade in Blackboard](#)
- [Taking Attendance in Blackboard](#)

For additional assistance, contact the [IT Help Desk](#).