

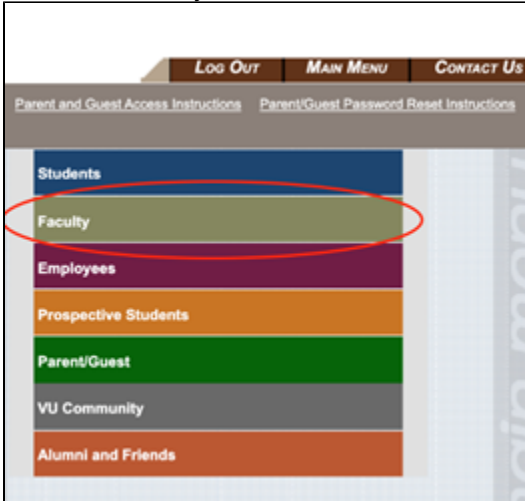
# Requesting Course Mailing Lists in Blackboard

THESE INSTRUCTIONS ARE FOR FACULTY ONLY. If you wish to create an email distribution list in a given course, then you must first request a course mailing list. This process begins in DataVU. Please review the documentation below to make the request.

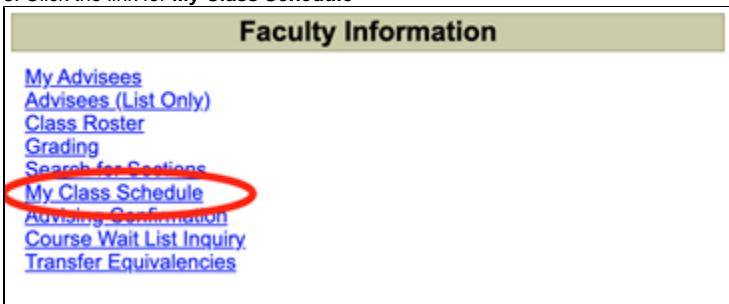
## Step-by-step guide

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**

A screenshot of a form titled 'FACULTY'. It contains a dropdown menu labeled 'Select A Term' with the value '2020 Spring Semester - U/G' selected. Below it is a text input field labeled 'or Enter a Date Range'.

5. Click on the checkbox for **Create Mailing List** and then click **Submit**

A screenshot of a table with three columns: 'Create in Blackboard', 'Create Mailing List', and 'Class'. The table has two rows. The first row has an unchecked checkbox in the first column, a checked checkbox in the second column, and the text 'BUS-3' in the third column. The second row has an unchecked checkbox in the first column, a checked checkbox in the second column, and the text 'GS-39(' in the third column.

| Create in Blackboard     | Create Mailing List                 | Class                  |
|--------------------------|-------------------------------------|------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <a href="#">BUS-3</a>  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <a href="#">GS-39(</a> |

**i** 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

- [Request and Get Started with a Screencast-O-Matic Account](#)
- [Submitting Video Assignments to Blackboard](#)
- [Removing Dropped/Inactive Students from Blackboard Courses](#)
- [Updating the My Courses menu in Blackboard](#)
- [Taking Attendance in Blackboard](#)

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