# 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.
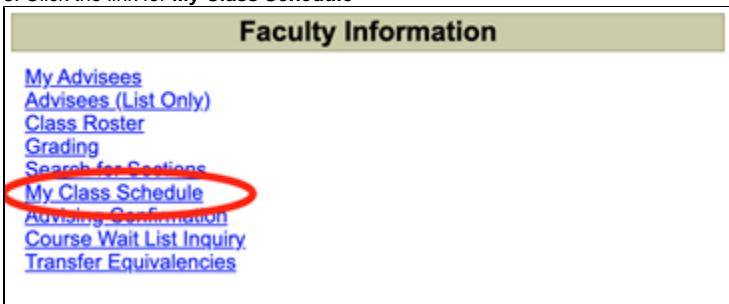
## Step-by-step guide

1. Begin by logging into **DataVU**

2. Click on the **Faculty** bar shown below
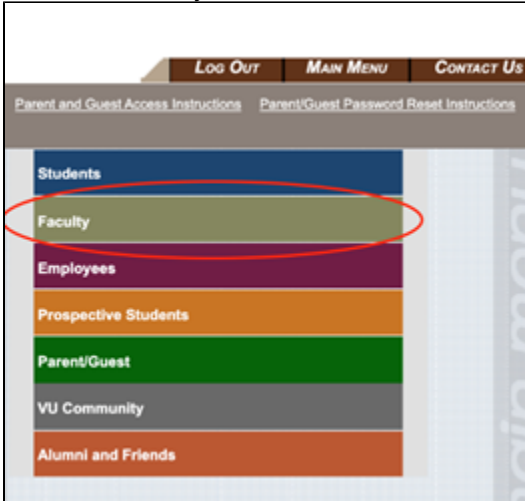


3. Click the link for **My Class Schedule**



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



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



ⓘ **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.