

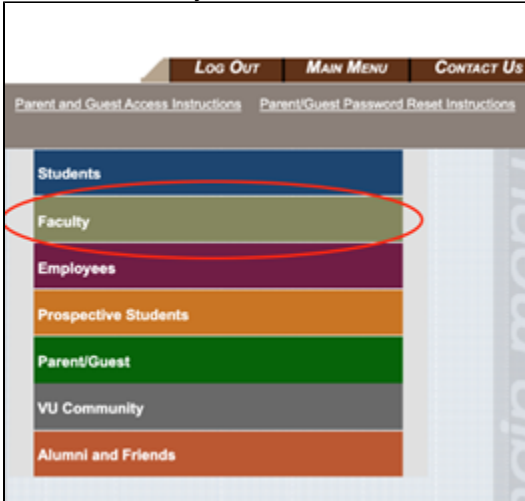
# Requesting Course Mailing Lists

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.

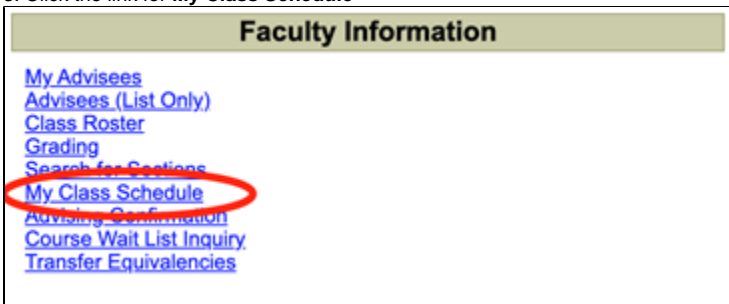
## Step-by-step guide

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 first two columns have checkboxes, and the third column has class names. The 'Create Mailing List' checkboxes are checked.

Create in Blackboard	Create Mailing List	Class
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">BUS-31</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">GS-390</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

- [Submitting Grades on DataVU](#)
- [Requesting Course Mailing Lists](#)
- [Request and Get Started with a Screencast-O-Matic Account](#)
- [Access WebEx Recordings for Streaming Courses](#)
- [Submitting Video Assignments to Blackboard](#)

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