Meharry Medical College Blackboard Access/Course Creation Form

Instructions

- Please print or type to complete the form and return to Academic Computing, located in West Basic Sciences, room 2003 or fax to 321-2923.
- If you need help, call Academic Computing at 327-6265.

User Information

Primary Instructor/Course Coordinator: _____
Last Name **First Name** **Middle Initial**

M#: _____ **Title:** _____ **Phone:** _____

Email: _____ **Department/Building/Room Number:** _____

Other User Access Needed: (attach separate sheet if needed)

Last Name	First Name	Instructor	Course Builder	Teacher Assistant	Guest
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐

Course Information

Course Name: _____

Official Course Number (Ex: ASMD 345): _____

Batch Enroll Class Year (Ex: Med 2012, Dent 2009): _____

☐ **New Course**: ☐ Fall_____ ☐ Spring_____ ☐ Summer_____ ☐ Yearly_____

☐ **Copy Course FROM** (Ex. ASMD345.S08.01): _____

Copy Course TO (Ex. ASMD345.S09.01): _____

Select Course Materials to Copy:

- ☐ All Content
- ☐ Course Information
  - ☐ Course Documents
  - ☐ Assignments
  - ☐ External Links
- ☐ Adaptive Release Rules
- ☐ Announcements
- ☐ Calendar
- ☐ Collaboration Sessions
- ☐ Discussion Board
- ☐ Early Warning System Rules
- ☐ Glossary
- ☐ Grade Center Columns and Settings
- ☐ Group Settings
- ☐ Staff Information
- ☐ Tasks
- ☐ Tests, Surveys, and Pools
- ☐ Enrollment

Authorizations

_____
Requestor Print or Type Name

_____ _____
Requestor Signature: **Date**:

INTERNAL USE ONLY:

Revised 2/2009