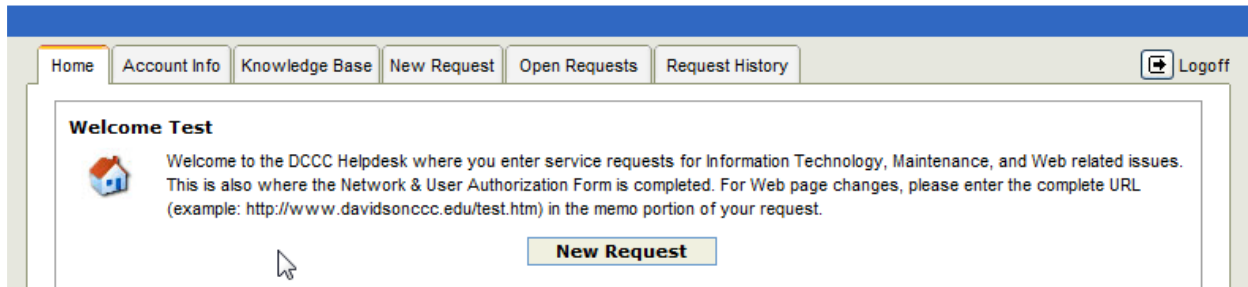
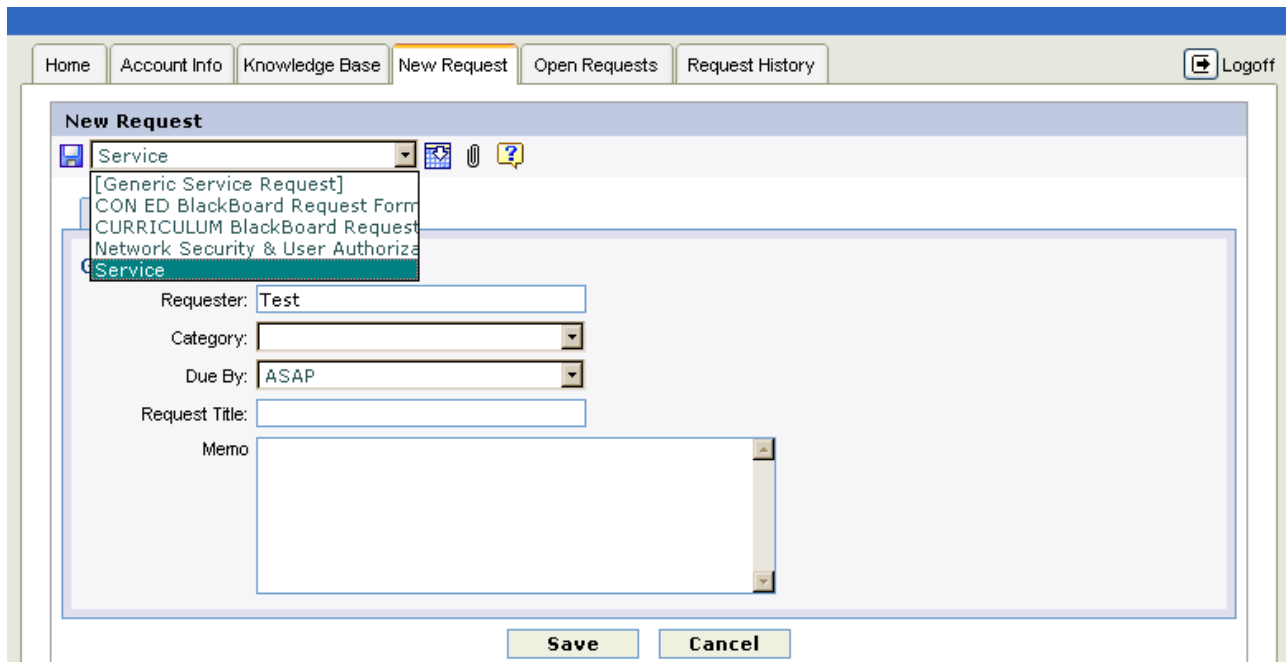


Using the CON ED Blackboard Request Form in Helpstar

To use the **Con ED Blackboard Request Form** to request that a course be loaded, log into Helpstar by using your username and password. Once you have logged in, click on the **New Request** tab.



Select **Con ED Blackboard Request Form** located in the **Service** drop down box.



The Con ED Blackboard Request Form will have two tabs. Under the **Main (CON ED Bb Course Request Form) tab**, be sure to **Select a Category** by dropping down the **Category** selection box, then clicking on **Select a Category**. The appropriate category will be **Blackboard**. Double click on **Blackboard** to add it to the category box. Please enter a Request Title. Please enter any other details in the “memo” field under the “Main” tab.

The screenshot shows the 'Main' tab of the 'CON ED Blackboard Request Form'. The 'General' section contains the following fields:

- Requester: Test
- Category: Blackboard
- Due By: ASAP
- Request Title: (empty)
- Memo: (empty text area)

At the bottom of the form are 'Save' and 'Cancel' buttons.

Under the **Course Information tab**, please enter your information as requested.

NOTE: You may submit multiple sections of a course per form, but only **one** course per form.

The screenshot shows the 'Course Information' tab of the 'CON ED Blackboard Request Form'. The fields include:

- BB username: (empty)
- Information: (text area containing help text: "What is my BB Course ID? - In the course "Control Panel" look at the line that has the title of your course and everything before the ";" is the Course ID. Example: ENG-114-YB-2005SP. Please list any other information needed about the course in the memo portion of your request such as other instructors teaching the course or teacher assistant access.")
- Start Date: (empty, with a calendar icon)
- BB Course ID (if copying form existing course): (empty)
- Course Title: (empty)
- CID #: (empty)

At the bottom of the form are 'Save' and 'Cancel' buttons.

Once you have entered all the information under each tab, click **Save** at the bottom of the screen to complete the request form.

*Note: If you have any questions please contact IT to help you fill out the form.