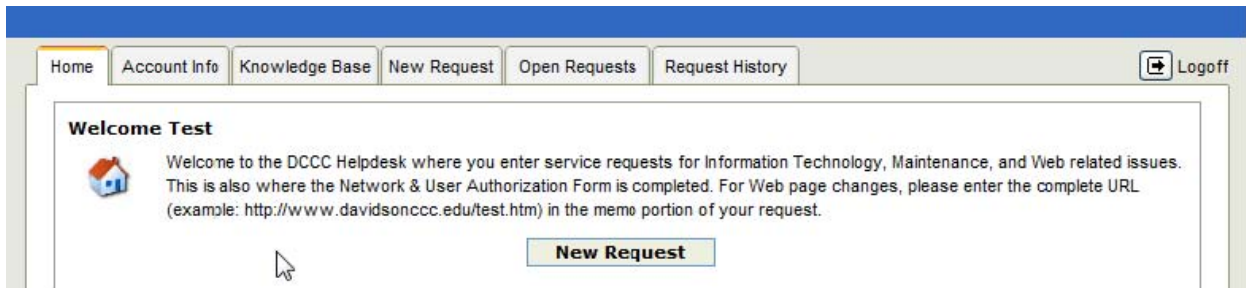
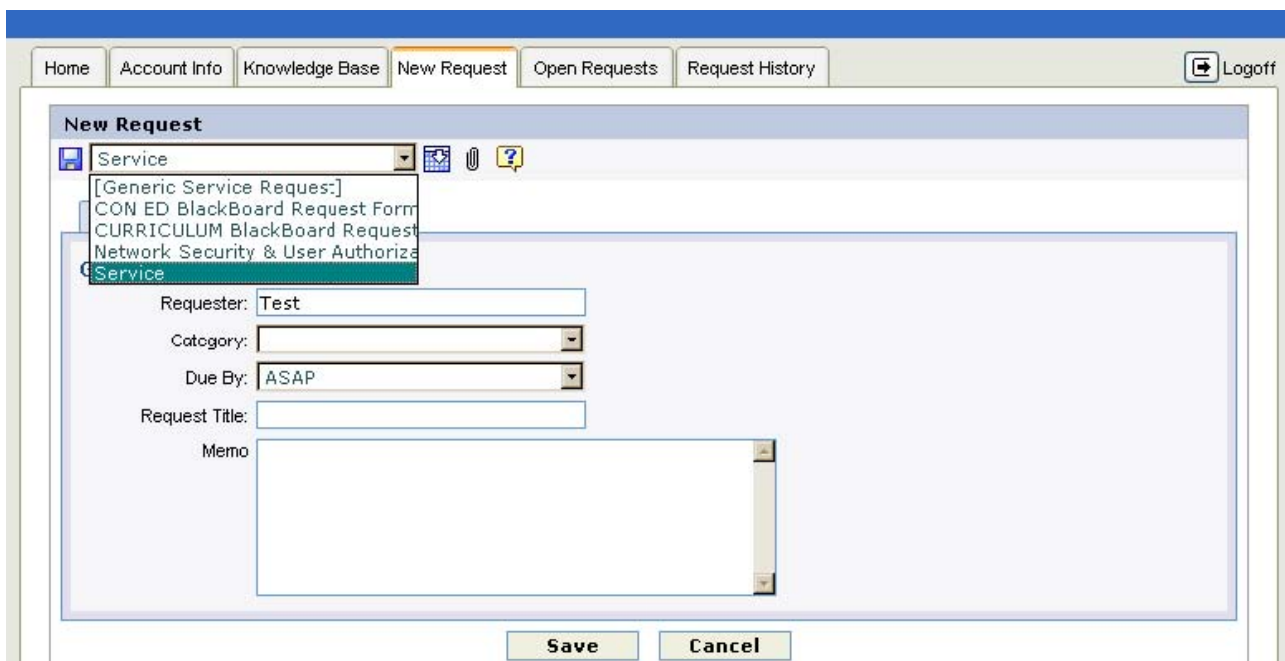


## Using the Curriculum Blackboard Request Form in Helpstar

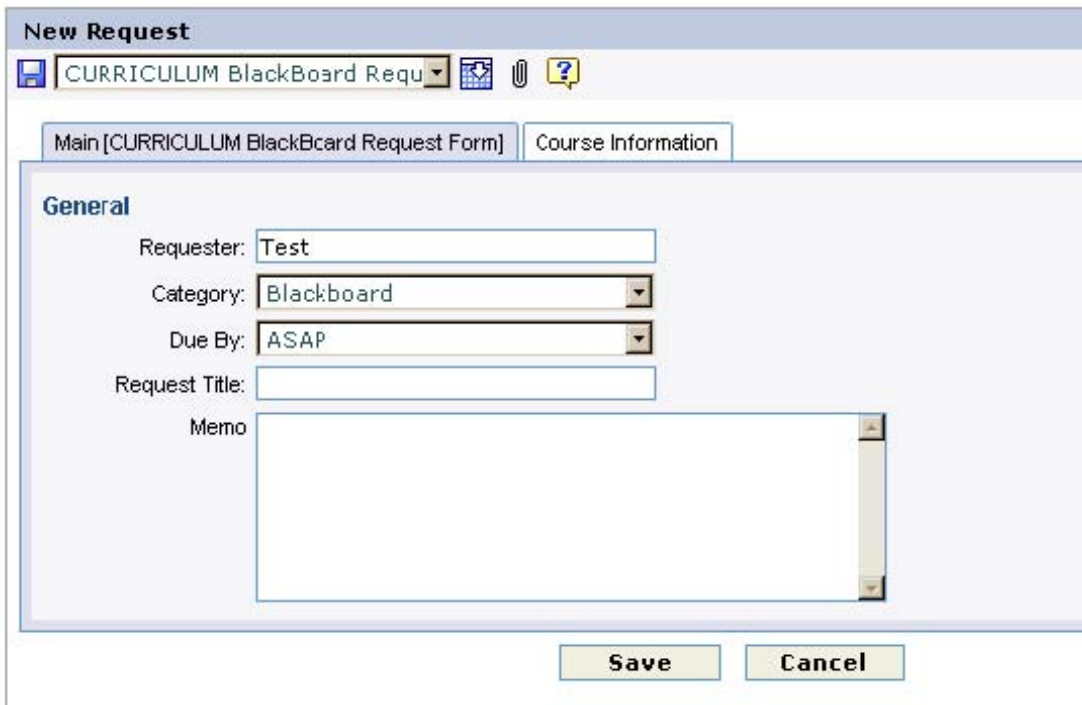
To use the **Curriculum Blackboard Request Form** to request that a course be loaded, log into Helpstar by using your username and password. Once you have logged in, click on the **New Request** tab.



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



The Curriculum Blackboard Request Form will have two tabs. Under the **Main (Curriculum Blackboard 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.



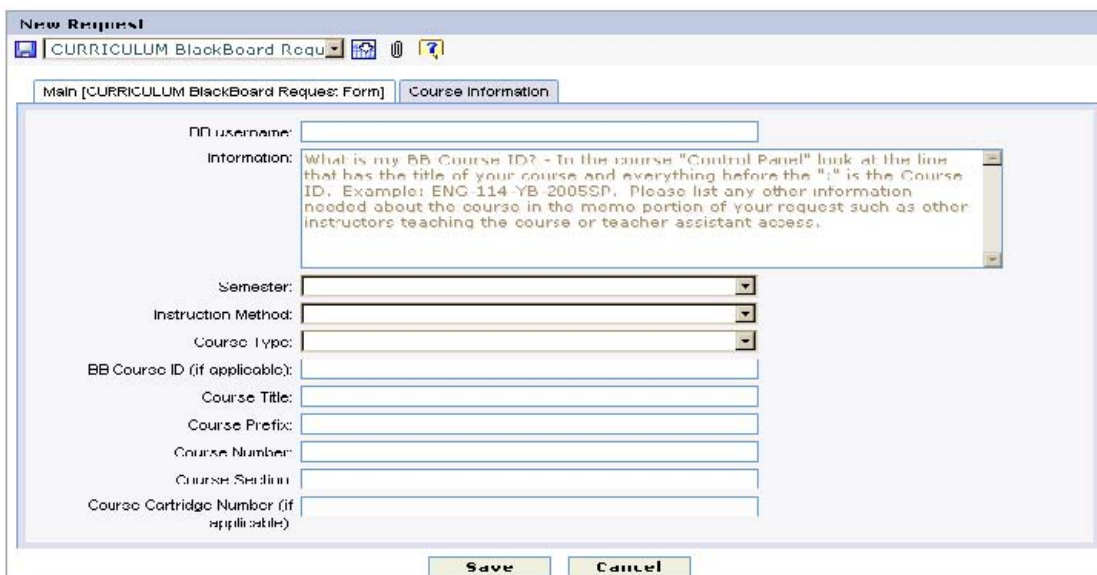
The screenshot shows the 'New Request' form with the 'Main [CURRICULUM BlackBoard Request Form]' tab selected. The 'General' section contains the following fields:

- Requester: Text input field containing 'Test'.
- Category: Dropdown menu with 'Blackboard' selected.
- Due By: Dropdown menu with 'ASAP' selected.
- Request Title: Empty text input field.
- Memo: Large 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. To enter the information for the **Semester (Curriculum), Instruction Method, and Course Type**, use the selection box by clicking on the arrow and selecting the correct information for each selection.

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



The screenshot shows the 'New Request' form with the 'Course Information' tab selected. The form contains the following fields:

- DD username: Empty text input field.
- Information: Text area containing the instruction: "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."
- Semester: Dropdown menu.
- Instruction Method: Dropdown menu.
- Course Type: Dropdown menu.
- BB Course ID (if applicable): Empty text input field.
- Course Title: Empty text input field.
- Course Prefix: Empty text input field.
- Course Number: Empty text input field.
- Course Section: Empty text input field.
- Course Cartridge Number (if applicable): Empty text input field.

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.