

Blackboard Courses

How to Request a Blackboard Course from A Template

Go to the ITS webpage (<https://www.victoria.ac.nz/its>) and log into **ResolveIT**

TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI
VICTORIA UNIVERSITY OF WELLINGTON

INFORMATION TECHNOLOGY SERVICES

Home About Us Staff Services Student Services Information and Policies

Welcome to
Information Technology Services
Nga Ratonga Whakamohioa Korohipiko

Welcome
Information Technology Services (ITS) at Victoria University of Wellington plays a leading role in shaping New Zealand's future by aiming to be the leading tertiary sector IT Group in New Zealand. We deliver stable and agile Information Technology Services to our University community to advance its core goals in teaching, learning and research.

Resolve IT for Staff
Log your own IT calls, add updates and check status

ITS help for Students
Contact us through Service Desk Online, email ITS Service Desk or call us on 5050

CHANGE CALENDAR
Find out about upcoming IT changes and outages
Our standard change window is Tuesdays 5am-7am and Sundays 6am to 10 am.

CONTACT ITS
Login to: Resolve IT
Phone us: 04 463 5050 (8am - 9pm Monday to Thursday, 8am - 5.30pm Friday, 1pm - 5.30pm Saturday and Sunday)
Email us: its-service@vuw.ac.nz

FOR STAFF
Staff Services
Staff Services Help
ITS Forms
Booking AV Services
Booking Image Services
Procurement Services
Telephone Services
Information and Policies
Wireless for Staff
Contact Us
Ask a Question

FOR STUDENTS

Choose **Log a Request** from the **Request Forms** menu

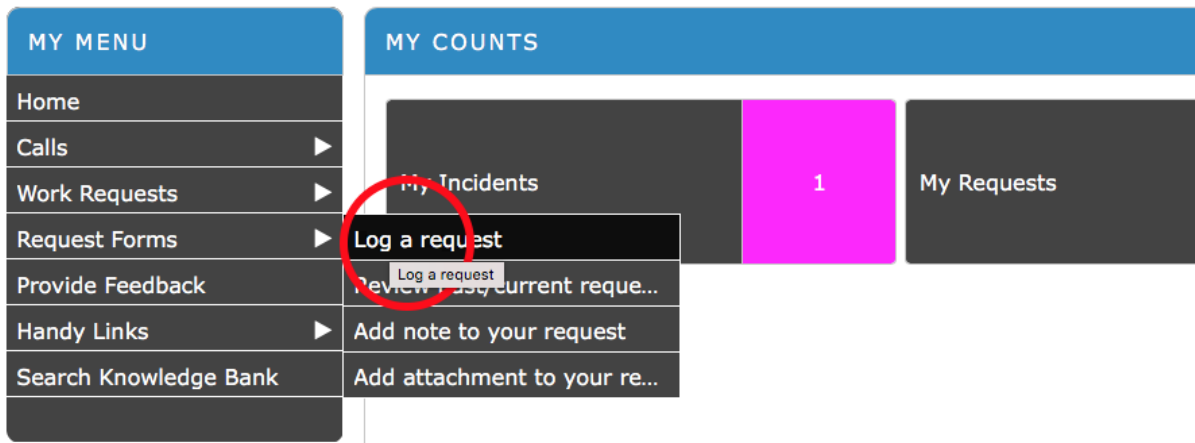
MY MENU

- Home
- Calls
- Work Requests
- Request Forms**
- Request Forms
- Handy Links
- Search Knowledge Bank

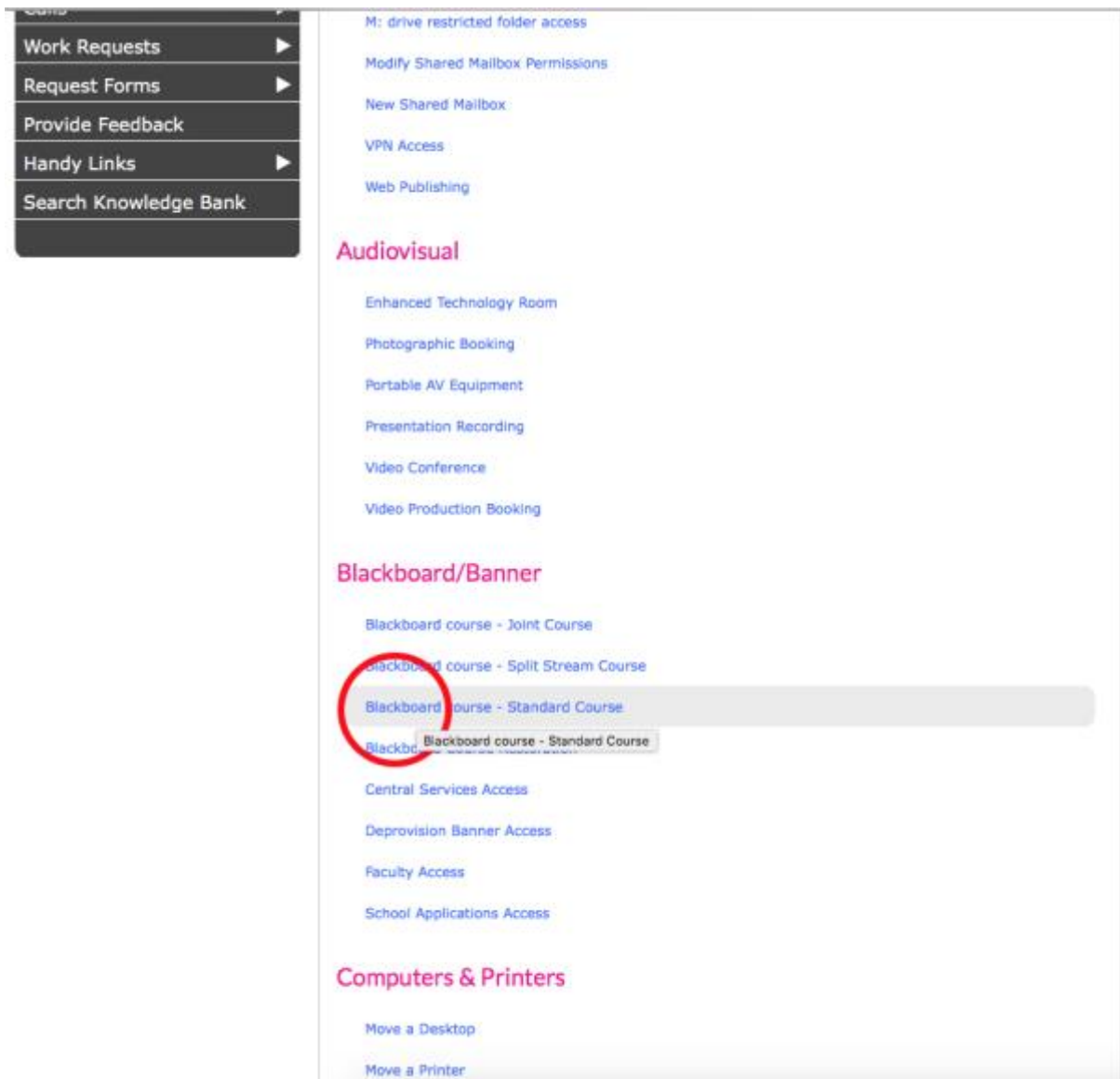
MY COUNTS

- My Incidents
- 1
- My Requests

Log a request
Review past/current request...
Add note to your request
Add attachment to your re...



Choose the appropriate **Blackboard Course** option in the **Blackboard/Banner** section for the course you are requesting



Choose the template you want to use from the **Copy Content** drop down menu

Course details - please contact your School Administrator if you are unsure about any of these.

Academic Year * Trimester Code (Please select from list) *

Subject Code (e.g. INFO) * Course Number (e.g. 101)

Copy content

Please select content that should be copied into this course: *

Existing Course to Copy - in the format of (Year.Term.Course Code e.g. 2011.1.INFO101)

When requesting to copy course content from a previous course, you must obtain permission to use course materials and resources from the staff member who holds the copyright.

I have permission from the staff member who holds the copyright / Not applicable *

Vstream

Vstream will be made available for your course, with those listed as instructors in Blackboard set up with access. Please log a call with the Service Desk if you require any automatic scheduled recordings setup.

Recordings from previous years will not be copied over by default. If there are recordings you have permission to and wish to use again you will need to copy these over manually.

Please supply any additional information regarding this request in the box below:

Attach File

Choose File no file selected

Submit Submit Later

If your template does not appear on the list, you can choose **Copy an Existing Course** and put the template course code into the **Existing Course to copy** box.

Search Knowledge Bank

Academic Year *

Trimester Code (Please select from list) *

Subject Code (e.g. INFO) *

Course Number (e.g. 101)

Copy content

- Default Course Template
- Copy an Existing Course
- ACL
- ACL_MPA_Template
- Faculty of Education - CAMPUS Template
- Faculty of Education - ONLINE Template
- History
- LALS_MA
- Law
- LIM_Template
- MIM_Template
- NURS-Template
- SACS_Template
- SBS
- SEFTMS_Template
- TCHG_Template
- Temp-SCPS
- Temp-ART-HIST

Existing Course to Copy - in the format of (Year.Term.Course Code e.g. 2011.1.INFO101)

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This request in the box below:

Work Requests ▶

Request Forms ▶

Provide Feedback

Handy Links ▶

Search Knowledge Bank

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