Blackboard Course Creation
MyYSU Portal / Self-Service Banner

**Required Items:** MyYSU Portal access by a YSU Faculty member

This guide will assist you with creating auto-rostered courses in Blackboard for the classes you are teaching that semester. The instructions are listed in steps - please be sure to complete all of the setting changes in each step before moving on to the next.

**Please Note:** Your department must have you listed as the instructor for your courses to be generated. Contact your department if this is not the case.

**Please Note:** Blackboard courses can be requested *up to two (2) months* in advance of the semester start date.

**Step 1:** Log in to the MyYSU Portal from [https://my.ysu.edu](https://my.ysu.edu) or [http://www.ysu.edu](http://www.ysu.edu) with your MyYSU user name and password.
Step 2: Click the link for Banner Self Service (SSB) under the e-Services for Faculty and Staff section on the left side of the MyYSU Portal page.

Step 3: Click on the Faculty and Advisors option in the SSB main menu or click on the Faculty Services tab at the top of the page.
Step 4: Select Blackboard Course Creation under the Faculty Menu Options section of the Faculty and Advisors page.

Step 5: Choose the semester that you need courses created for.

Please Note: Blackboard courses can be requested up to two (2) months in advance of the semester start date.
Step 6: Check the box for the courses that need to be created and click **Select Class** after your selections are made.

**Please Note:** Your department **must** have you listed as the instructor for your courses to appear here. Contact your department if this is not the case.

Step 7: Review your selections and click **Save** to complete the Blackboard course request.

The courses requested will be created within **24 hours** inside of Blackboard. The courses will be empty course shells that can have content copied from another course into them or uploaded into them. Students will also be automatically enrolled into these courses and unenrolled if they withdraw from your courses.