



Account & Course Request Form

Teachers requesting Blackboard accounts or course should complete this form and send it to Rafael Gramatges [Rafael_D_Gramatges@mcpsmd.org]. Once these are created, you will be notified via e-mail.

Please note – There has been a change in policy regarding the creation of accounts and courses in Blackboard for the 2005-2006 school year. Anyone who requests an account must have a course associated with that account or the account will be automatically purged. Therefore, you must complete this form for student account creation as well.

Finally, please note that accounts will be purged after six months of inactivity.

To request a Blackboard account for MCPS staff members

- 1) Staff Member's full name: _____
- 2) MCPS E-mail address: _____
- 3) MCPS E-mail username: _____

To request a new Blackboard course:

- 1) School number and name: _____
- 2) Course Number & Section/Course Title: _____
- 3) Period(s) taught: _____
- 4) Grade level[s]: _____
- 5) Anticipated number if students to enroll: _____
Note: Students will be enrolled based on latest available SIMS extract

To add students to an existing Blackboard course:

- 1) Blackboard Course Name and Teacher: _____
- 2) Course Number/Course Title: _____
- 3) Period(s) taught: _____
- 4) Grade level[s]: _____
- 5) Anticipated number if students to enroll: _____
Note: Students will be enrolled based on latest available SIMS extract

Note: Please allow at least 5 working days for the course to be created.