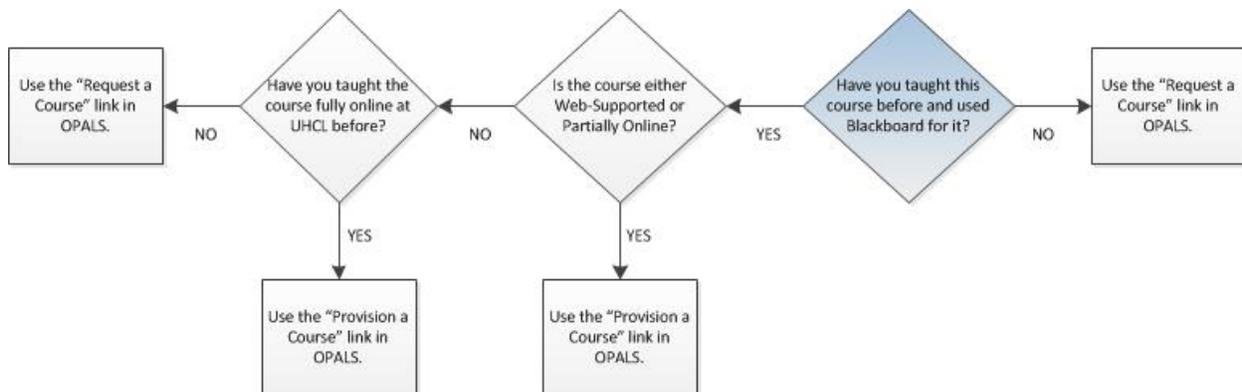


Provisioning and Course Requests (OPALS) Demystified

UHCL's Online Provisioning & Approvals for Learning Systems (OPALS) application is used by faculty members for two primary purposes:

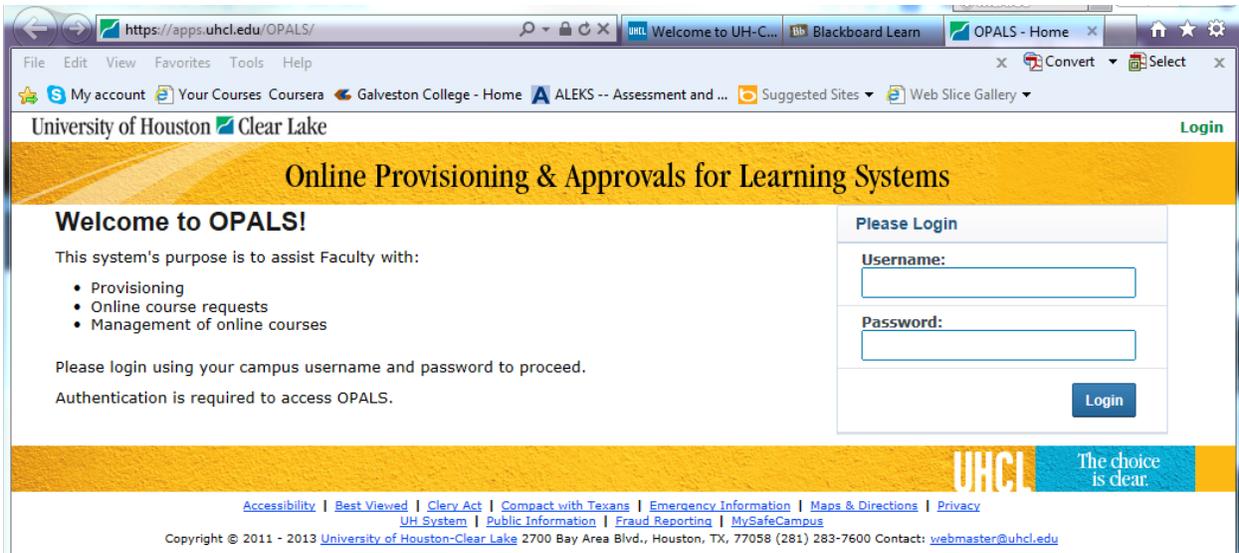
1. To request a new master Blackboard shell (course) for a course that you have not taught in Blackboard previously. You would also need to request a new master course if you previously taught the course web-supported and will now be teaching fully online, or if you have an existing master course that requires substantial revisions.
2. To provision a copy of an existing master course or previous semester offering for use in the current or upcoming semester.

The flowchart below can be used to guide you in determining which function in OPALS is appropriate for your needs. Start at the blue diamond ("Have you taught this course before and used Blackboard for it?") and answer the questions as prompted to arrive at the correct action.

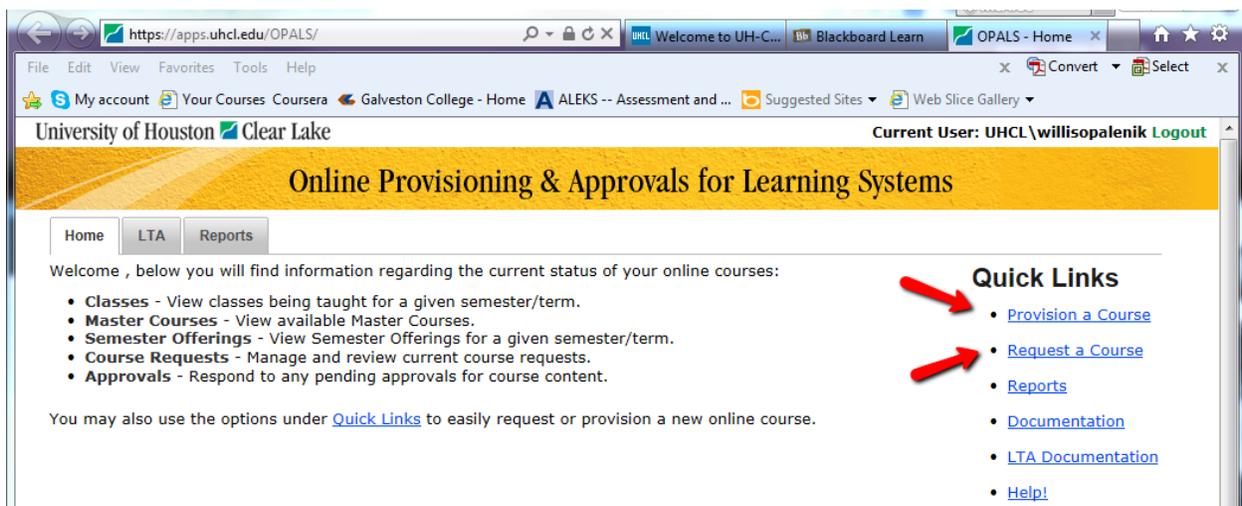


If your needs aren't adequately addressed by the questions in this flowchart, it is recommended that you contact our Learning Technology Administrator or a member of our Instructional Design team for assistance. You may call or email the Support Center at (281) 283-2828 / SupportCenter@uhcl.edu and ask for assistance with OPALS to be routed to an appropriate team member.

Once you have determined which action to take, access the OPALS application online at <https://apps.uhcl.edu/OPALS/>. Log in using the same username and password that you use for webmail, accessing UHCL computers, and/or Blackboard.



Once you've logged into OPALS, use either the "Provision a Course" or "Request a Course" link, depending on the results of the flowchart above.



For additional instructions regarding the course request or provisioning process in further detail, click on the "Documentation" link.

Once again, please feel free to contact the Support Center for additional assistance in this matter.