

## Request a Parent Course

### Overview

This tutorial will explain how to request a **Parent Course**.

### Quick Steps

Wingspan > Faculty Services > Blackboard Parent Course Request > Select a Term > Submit > New Parent > Course Name > Save > Requested > Assign Courses

### Step 1

Log in to [Wingspan](#).

### Step 2

Click on the *Faculty Services* tab. From the Faculty Services page, click on the *Blackboard Parent Course Request* link. Next, select a term from the “Select a term” dropdown menu. Finally, click the *Submit* button.

Home	Personal Information	Faculty Services
<b>Select Term</b>		
Select a Term: <input type="text" value="Spring 2021"/>		
<input type="button" value="Submit"/>		
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### Step 3

The Blackboard Parent Course Request page will display.

Term	Action
Spring 2021	<a href="#">Course Usage</a>   <a href="#">Parent Course</a>


## Step 4

Click the *New Parent* button.

**Blackboard Parent Course Request**

## Step 5

Enter a name for the Parent Course in the *Course Name* column, then click the *Save* icon that follows it (floppy disk).

Course ID	Course Name	Message
202050_PARENT_1_whetstonek	Summer 2020_PARENT_PSYC 301	 Save Complete

## Step 6

Once saved, the Parent Course Detail area will display.

Status	Message	Available Courses	Merged Courses
<input type="radio"/> Not Requested <input checked="" type="radio"/> Requested	 Save Complete	<input checked="" type="checkbox"/> HONR450H 011 <input checked="" type="checkbox"/> PSYC311 001 <input checked="" type="checkbox"/> PSYC461 001 <input checked="" type="checkbox"/> PSYC462 001	<input checked="" type="checkbox"/> PSYC301 002 <input checked="" type="checkbox"/> PSYC301 003

- Change the status of the Parent Course to “Requested” by using the radio buttons in the *Status* column. A “Not Requested” Parent Course will not be created.
- Click the *Plus (+)* icon that precedes a Course ID in the *Available Courses* column to assign the course to the Parent.
- Click the *Minus (-)* icon that precedes a Course ID in the *Merged Courses* column to remove a course from the Parent.



*A course can only be assigned to one Parent.*

## Step 7

Selections are saved automatically. Return to [Step 4](#) to request additional Parent Courses for the selected term. If finished, you may log out of Wingspan.