

Beginning of Semester Blackboard Checklist

✓ Check Course Menu

Confirm that the Course Menu consists of the buttons or links that you wish to use and, if necessary, rename, modify, hide, show, or reorder the menu items. Course Menu items that do not contain any content are automatically hidden from student view but are visible to the instructor while in Edit Mode. [[Course Menu Video Tutorial](#)]

1. In the upper-right corner, select **Edit Mode ON**.
2. To add a new link to the Course Menu, click the "+" at the top left, and select the item you want to add.
3. **Rename, Hide** or **Delete** links as necessary using the pull-down menu to the right of each link. **Note:** If you remove a menu item, all information within that area is removed permanently.
4. Organize your course menu using the drag and drop feature to move menu items up or down. For longer course menus you may want to consider creating Subheaders and Dividers by clicking on the "+" icon and selecting these features.

✓ Update Your Contact Information

The [Contacts](#) tool should contain information students need to contact the Instructor(s) and/or Teaching Assistants. This may include email, office location, office hours, phone, notes, and photo.

1. There may already be a **Faculty Information** or **Contacts** link in the **Course Menu**. If so, click on it and edit your info.
2. To add a **Contact** link to the **Course Menu** and enter your contact information:
 - a. Click the plus icon (+) at the top left corner of the menu and select **Tool Link**.
 - b. Name the tool **Faculty Information** or **Contacts** and select **Type: Contacts** from the drop-down menu.
 - c. Check **Available to Users** and click **Submit**.
 - d. Click on the new link in the course menu and click **Create Contact**, complete the template and click **Submit**.

✓ Upload or Update Your Syllabus

A course **Syllabus** can be placed within any **Content Folder** and in the **Course Menu**.

1. There may already be a **Syllabus** link in the **Course Menu**. If so, click on it to edit your info.
2. If you do not yet have a syllabus within your Bb Learn course follow these steps to add one:
 - a. Within a **Content Folder**, mouse-over the **Build Content** button near the top and select **Item**.
 - b. You can upload a **File** such as a PDF or a Word document.
 - c. Browse to find your **Syllabus** within the course hierarchy, make it **Available to Users** and click **Submit**.

✓ Update Deadlines, Dates, and Materials

1. Go through all course content and make sure all links and documents are current and reflect the current semester.
2. Update **Dates Available** and **Due Dates** for Quizzes, Assignments, Discussions, and other course activities. TIP: Use **Edit** or **Edit Options** (not Adaptive Release) for each item to set **Date and Time Restrictions**.
3. Update **Announcements** and **Calendar** events if you use them within your course.

✓ Post a Welcome Announcement

In your welcome message you may want to include the date/time of class, a brief course overview, Instructor and TA name(s) and contact information, any textbook information, as well as how you intend to use Blackboard.

There are several ways to post [Announcements](#) in your course. [[Creating an Announcement Video](#)]

From the Control Panel area:

1. Click **Course Tools**.
2. Click **Announcements**
3. Click **Create Announcement**.
4. Fill in the **Subject** and **Message** fields and select the appropriate **Options**.
5. Click **Submit**.

✓ Send an Email to Your Students

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Send an **Email** to your students once the course is made available. You may want to consider copying and pasting the Welcome Announcement into the body of the email.

1. In the **Control Panel**, click **Course Tools** to open the sub--menu.
2. Click **Send Email**.
3. Select the **Users**.
4. Type in a **Subject** and a **Message** and click **Submit**.

✓ **Make sure your course is Available**

1. In the **Control Panel**, click **Customization** to open the sub--menu.
2. Click **Properties**.
3. In the Set Availability section, click “Yes” to make the course available to users.
4. Click **Submit**.