8 steps to get your course ready...

A checklist to ensure your course is ready to go in Blackboard before classes start.

1. **Copy Course Content**
   - If you're reusing course content from another semester, use the Course Copy tool to bring it into the current course.
   - TIP: Request a master course shell for ongoing content development.

2. **Check Course Links**
   - If you do copy content from another course or if you use a lot of external links, check the validity of those resources.
   - Permissions can be updated, but sometimes files and links disappear if courses and external websites are retired.

3. **Add Files**
   - Add or update your course content to include:
     - the course syllabus
     - faculty information (phone, email, office hours)
     - course materials (handouts, lecture notes)
     - activities & assignments ...

4. **Set Up the Grade Center**
   - If your course uses a weighted grading system to calculate the final grade, set up your grade center.
   - Students benefit from knowing how they are doing in your course throughout the semester.
Update Dates
Use the Date Management tool to update availability, due dates, adaptive release, and more. Content items, assessments, assignments, discussions, and manual grade columns are all supported.

TIP: Bb Collaborate session start/end dates and publisher content are not supported by this tool.

Post Welcome Announcement
Set the tone for your course and post an announcement to welcome your students.

Bonus: Record a video welcome for a personalized touch!

Record an Orientation Video
Use TechSmith Relay to record a course orientation or course tour. You can also use TechSmith Relay to pre-record your lectures for hybrid or flipped classes.

TIP: Chunk your lecture videos into 10-15 minute segments for optimal effectiveness.

Set Availability
Students cannot see your Blackboard course until you make it available.

TIP: Use the Qwickly tool on the My Blackboard dashboard to easily make your courses available in just 2-clicks!

Need help? umbc.edu/faq