College of Agricultural Sciences &
Natural Resources Services

Blackboard Pre-Semester Instructor Checklist

COMPLETED?	TASK DESCRIPTION
	Request Blackboard Live Shells. *(AG*IDEA: Make sure to request AG*IDEA shells combined with corresponding distance section – even if the enrollment is zero.)*
	See instructions to combine Bb shells.
	Copy course content from a previously taught live shell or development shell into new live semester shell.
	Update dates and settings on quizzes, assignments, discussions, etc. **Use the Date Management Tool Bb Help Text to make this task easier!**
	Delete replicated or obsolete items on the Course Menu down the left side.
	Delete old announcements copied from a previous semester.
	Verify ADA compliance for all content. See eLearning's Accessible Instructional Material for how-to guides.
	Update Syllabus and Course Schedule. Save as PDF before uploading to Bb.
	Create or update a Welcome Announcement. Give your students detailed directions to help them understand the course organization and what they need to do to get started - particularly the first week of class.
	Check all course content, external links, and file links to ensure they work and are current.
	Go to the Grade Center to delete or hide from students the columns that won't be used this semester.
	In the Grade center, update Total or Weighted Calculated Columns as needed to calculate final grade. Hide these columns from Student view if you will not be using them!
	Discussions: • Delete old posts copied from previous semester.
	Check that any external technologies used in the course are up-to-date on your computer and noted in the syllabus.
	Email students before class starts with pre-semester start information using Blackboard Send Email tool.
	To add a Teaching Assistant, Course Builder, or Grader to your course, email blackboard@ttu.edu to make this request. Remember – they must have completed the online FERPA training before they can be added to your course.
	If desired, you can activate the course a few days before official start date.
	End-of-Semester Housekeeping - Take a moment to download last semester's courses Grade Center to Excel on your computer for archival.