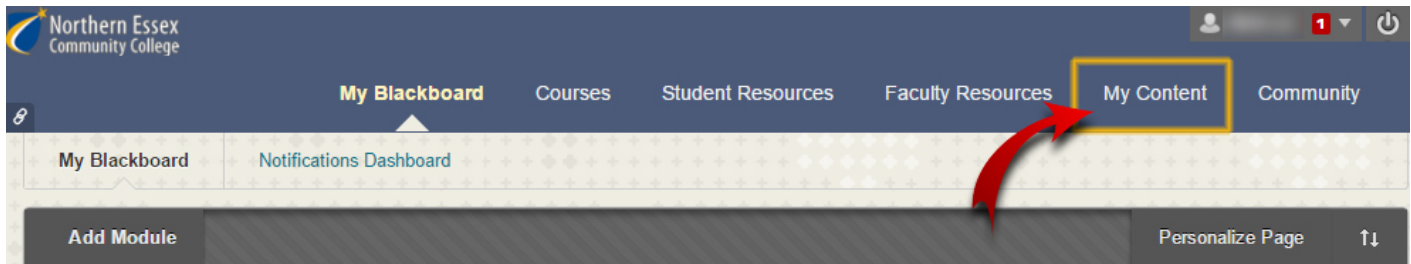


# Blackboard 9.1 - Beginning of the Semester Checklist

## USE THIS CHECKLIST IF YOU ARE COPYING A COURSE FROM A PREVIOUS SEMESTER

Blackboard course shells are automatically generated for all courses well in advance of the start of a new semester. Your courses will appear on your **My Blackboard** page once the instructor is designated in Banner.

**VERY IMPORTANT - YOU MUST COMPLETE THE PROCESS BEFORE PROCEEDING:** Be sure your My Content tab is fully set up before proceeding, **The My Content tab was previously called Content Collection.**



If you are still not sure, send an email to [distance@necc.mass.edu](mailto:distance@necc.mass.edu)

## COURSE COPY

1. Enter the course you want to copy content **from**. (course from previous semester)
2. Under COURSE MANAGEMENT –Select **Packages and Utilities** in the **Control Panel** area of your existing course.
3. Select **Course Copy**.
4. In the **Select Copy Type** area, you should see **Copy Course Materials into an Existing Course**.
5. In **Select Copy Options**, Click **Browse** to locate the **Destination Course ID** (a list of your courses will appear).
6. **Select** the radio button to the left of the **Course ID** of the course you want to copy the content into.
7. Scroll down and Click **Submit**.
8. Click **Select All**. This will select all of the content areas.  
**NOTE:** Under **Settings** – leave **Availability** and **Duration** unchecked.
9. In section **3. File Attachments**, click **Copy links to Course Files**.

**FILE ATTACHMENTS**

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option.

Course Files

Copy links to Course Files

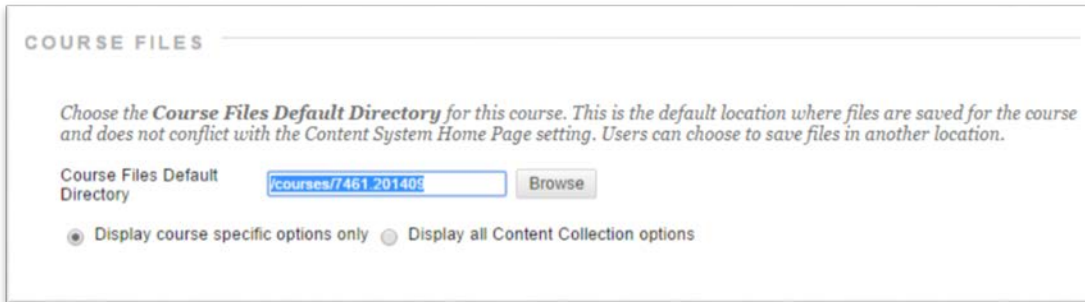
Copy links and copies of the content

Copy links and copies of the content (include entire course home folder)

10. In section 4. Enrollments - **DO NOT** select **Include Enrollments in the Copy** – this will bring over your old students.
11. Click **Submit**.  
When the Course Copy process is complete, you will receive a confirmation email.
12. **Check the destination course** to verify that the materials were copied successfully from the original course and **follow the next steps**.

## COURSE COPY FINAL STEP

13. You will now direct Blackboard to store all future file uploads to your course folder within My Content, instead of the default course folder. Follow these steps next:
  - a. In the **Control Panel** select **Customization**, and then **Properties**
  - b. Scroll down to **COURSE FILES**.
  - c. In the **Course Files Default Directory** you will see the current default location for storing your course files. It will look similar to **/courses/7461.201409**. This tells you that your files are stored in the courses folder by default. The second number is your course ID. You will need to change this to point to the folder that you set up previously in your virtual drive. For example, if you are teaching an ENG101 course, you will have already set up an ENG101 folder in your virtual drive (My Content area)



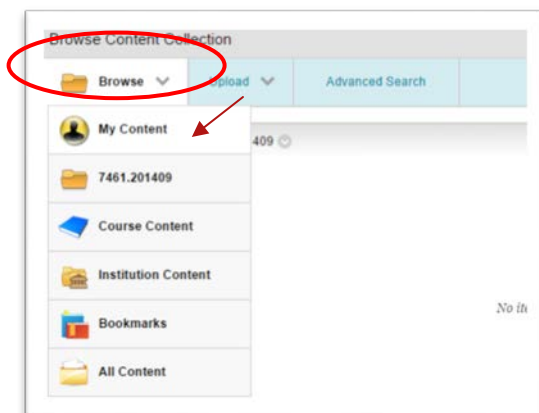
**COURSE FILES**

Choose the **Course Files Default Directory** for this course. This is the default location where files are saved for the course and does not conflict with the Content System Home Page setting. Users can choose to save files in another location.

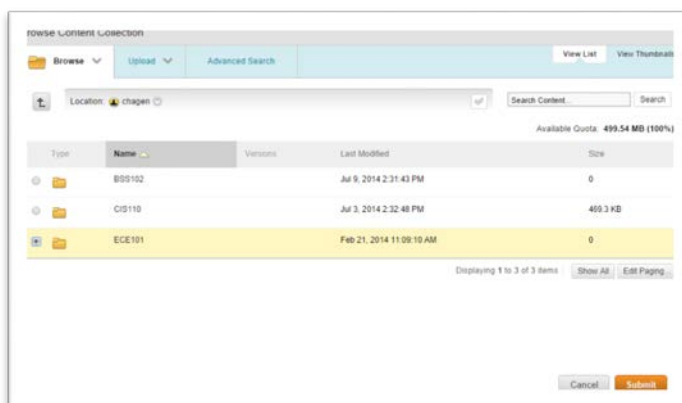
Course Files Default Directory:

Display course specific options only  Display all Content Collection options

- d. Click Browse. Then hover over **Browse**, and select **My Content**.



- e. When you see the folder that corresponds to your course, select it by clicking the radio button, and then click **Submit**.



Browse Content Collection

Location: chagen

Available Quota: 499.54 MB (100%)

| Type                             | Name   | Versions | Last Modified            | Size     |
|----------------------------------|--------|----------|--------------------------|----------|
| <input type="radio"/>            | BOS102 |          | Jul 9, 2014 2:31:43 PM   | 0        |
| <input type="radio"/>            | CIS110 |          | Jul 3, 2014 2:32:48 PM   | 469.3 KB |
| <input checked="" type="radio"/> | ECE101 |          | Feb 21, 2014 11:09:10 AM | 0        |

Displaying 1 to 3 of 3 items

- f. You will then be returned to the Properties page and you will see the new path to your folder in the Course Files Default Directory. It will now begin with **/users/[your\_ID]/[your\_folder]**.
- g. Click Submit once more, and now any new files you upload from inside your course will be stored in your designated virtual drive (My Content) subfolder.

## CHECK THE COURSE MENU

Confirm that the Course Menu consists of only the buttons and links you want to use. **You may see extra items on your course menu. You will need to delete them and re-order the menu items to reflect how you want to present the content to students.** Click on each menu item and if necessary, **Rename**, **Hide** or **Delete** links using the **Action Link** next to each item. The **Action Link** will appear when you hover over a menu item.

- Organize your course menu using the drag and drop feature (up-and-down arrows to the left of the menu item) to change the order of menu items.
- For longer course menus, you may want to consider creating **Subheaders** and **Dividers** by clicking on the “+” icon and selecting these features.
- To add a new link to the Course Menu, click the “+” icon at the top left of the course menu and select the area you want to add.

**NOTE:** If you delete a menu item, all information within that area is permanently removed.

## UPDATE DEADLINES, DATES, AND MATERIALS

Go through all course content and make sure all URL’s are still working and documents are up-to-date and reflect the current semester.

## DATE MANAGEMENT

You can quickly transition your course from one semester to the next by automatically changing old availability dates, due dates, and adaptive release dates to new ones relevant to your new course. If you don’t have dates already assigned to your items, you will need to add them to use this feature.

1. Select Date Management from Course Tools.
2. Select Date Adjustment Options
  - a. Adjust by Number of Days (133 days from Fall to Spring semester)
  - b. List All Dates For Review and enter new dates

## ANNOUNCEMENTS

You will need to **delete the old announcements** that came over from the course copy process.

1. Select **Announcements** on the Course Menu.
2. Click on the **Action Link** next to the Subject of the Announcement.
3. Select **Delete**.

## DISCUSSIONS

Delete unwanted discussion board postings that may have carried over from the previous course.

1. Click on **Discussions** on the course menu.
  - a. Open **Forum** by clicking on its title.
  - b. Select the **checkbox** at top left under Thread Actions to select all message threads.
  - c. Click **Delete**.
  - d. Click **OK**.
2. Check forum settings
  - a. Click on the **Action Link** next to the Forum title – select **Edit**.
  - b. Copy the text in the description area.
  - c. Check the **Forum Availability Settings**
  - d. Check the **Forum Settings** to be sure they are correct.
  - e. Click **Submit**.

**\* NEW FEATURE \*** Under Viewing Threads/Replies – you may select the option to have students post their initial post before they can view the postings of other students.

## UPLOAD YOUR NEW SYLLABUS AND SCHEDULE

The course syllabus and schedule should be converted to a PDF file and uploaded to your Read Me First area.

## POST A WELCOME ANNOUNCEMENT

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

1. Click **Create Announcement**.
2. Fill in the **Subject** and **Message** fields and select the appropriate **Web Announcement Options**.
3. Check off **Send a copy of this announcement immediately**.
4. Click **Submit**.

Your students will receive a copy of the announcement by email.

## MAKE YOUR COURSE AVAILABLE AT THE START OF THE SEMESTER

It is your responsibility to make the course available to the students.

1. Select **Customization** and **Properties** in the **Control Panel** area.
2. In the **Set Availability, Make Course Available** area, select **Yes** and click **Submit**.

**NOTE:** Courses are preset by Banner with a date to open two weeks prior to the start of the semester. To prevent your course from being available early to students, skip Step 2 until you are ready for students to enter the course.