
Preparing Blackboard Courses for a New Term

Below is a checklist instructors may find useful when preparing Blackboard Course for a new term.

1. **Check your course list in Blackboard.** Courses are created based on data in Campus Vue (Registration). If you are not listed as the instructor for the course in Campus Vue (i.e. courses you are teaching), your course will not appear in Blackboard. Please contact your Division Head if you have questions on assigned courses in Blackboard.
2. **Check student rosters in Blackboard.** Double-check your Blackboard roster against your registrar listings. The students should match in both rosters, although you may be missing one or two students in Blackboard if the lists are not updated. Please note that instructors can not add or remove students from Blackboard. If your Blackboard roster is markedly different from your Campus Vue roster, or if you do not yet have any students in your Blackboard course, please contact the Distance Learning Department for assistance.
3. **Check your course content.** Check to the make sure that all content is correct, including test question pools, tests, and materials inside folders.
4. **Update course materials in your Blackboard Course.** **(Important)** If you requested that the Blackboard System Administrator copy materials from a previous Blackboard course site, be sure you update the materials. Copied courses copy everything except students and student-related data such as grades. Check for quizzes, and other old course materials that you may not want visible for the new term. Instructions for updating your course begin on page 2 of this document.
5. **Course Documents Section Updated: (New)**
For the simplicity of the classes, the “**Course Documents**” section was removed and all the material was moved to the “**Lectures**” section. Please can check if it was placed in the correct folder. For those classes that has cartridge this information was not modified.
6. **Do not set Dates on Lectures Folders.**
Allow students to access the Content in Lectures Folders during the whole term. That way they can review and use older content to study for Midterm and Final Exams.

Updating Course Materials in your Blackboard Course

Copied courses copy everything except students and student-related data such as grades. Instructors should check all content areas and hide or remove any course materials that should not be visible to new students. Here are some suggestions on how to update course materials for the new term:

Updating Announcements

- With the Edit Mode “**ON**” click on **Announcements** in the course menu
- Click on the chevron next to the announcement that you want to modify and select “**Delete**” to remove the entire announcement or “**Edit**” to update the announcement
- Be sure to double-check the **Select Date Restrictions** under Options. You may need to update them. Remember that Announcements only stay on the main page for seven days, so if you are creating a “**Welcome**” announcement in advance, you may want to set a “**Display After**” date
- Click **Submit**

Hiding old files or assignments

- With the Edit Mode “**ON**” find the content area where the file or item is located (e.g., **Course Documents, Assignments, etc**).
- Locate the item you wish to hide (e.g., **Assignments** file)
- Click on the chevron next to it and select the “**Edit**” to modify the file
- Scroll down to Options. Where it says, “**Permit User to View the Content Item**” selects “No.” This will hide the file from students, but will not remove it. You will notice that the file icon is ghosted (faded) afterwards, indicating it is hidden from students. Although the instructor can still see it and modify it, it will no longer be visible from the students
- Click **Submit**

Updating/Modifying uploaded files

- With the Edit Mode “**ON**” find the content area where the file or item is located.
- Locate the item (e.g., **Syllabus** file) and click the chevron next to it and select “**Edit**” from the menu. This opens the item
- Scroll down to **Content**. Where it says “**Currently Attached Files and Items**” select “**Edit**” or “**Delete**”, this will remove the file, but preserves the description and heading. After the file is removed, your browser screen will refresh
- Scroll back down to **Content** and click on the browse button. Browse your computer directories for the updated file and upload the new file into Blackboard – just as you usually do.
- Be sure to double-check the dates under Options
- Click **Submit**

Removing files you know you will not be using for the course

- First, make sure you have a copy of the file somewhere on your personal computer.
- With the Edit Mode “**ON**” find the area where the file or item is located (**Announcements, Course Documents**)
- From listed items, locate the item you wish to remove (e.g., **Syllabus file**)
- Click the chevron next to the item and select “**Delete**”. This will delete the entire item, description and all
- Click **Submit**

Posting missing information on the next course

Please make sure that all the content areas have the required information. It is extremely important for students to have the necessary tools in the correct place. All the sections of an online class **must** have content. Please check all the areas specially **Course Documents** and **Lectures**. To post a file in a certain area:

- With the Edit Mode “**ON**” find the area where you want to upload a file (Ex. **Lectures**)
- Click on the folder’s name to place the file inside de folder
- Once inside the folder click on “**Build Content**”
- Under *Create* select “**Item**”
- Enter the Item’s name, in the “**Text**” section enter a small description of the item to be uploaded and click “**Browse My Computer**”
- Locate the file you want to upload
- Edit the Link Title (Optional)

- Select the dates
- Click submit

Updating the Online Grade Center (Result Center) – Important!

Items (column headings) are preserved during course copying. You may wish to update your **Results Center** entries and settings so that students do not see assignments repeated, with old due dates, and assignments that do not correspond to the next period. This happens when the student selects “**My Results**” under the Tools Menu to check their grades.

► To update a column, point to its heading in the **Result Center**, then select “**Edit Column Information**” from the chevron located at the right. Check column name, description and double check:

- ✓ **Display Options** – Blackboard gives you the option of displaying student grades as a letter (A, B), Incomplete/Complete, score, percentage, etc. Under **Primary Display** and **Secondary Display**, there is a dropdown menu listing display options.
- ✓ **Points Possible** – Check total points.
- ✓ **Check the Due Dates** – It is important to update this date to avoid confusion among the students. Remember that this information is visible by students in the grade book.
- ✓ **Include this Column in the Results Center Calculations.** Set **Include this column in Results Center calculations** to ‘Yes’ if you wish to include it in Total or Weighted Total columns.
- ✓ **Show this column to student:** Set this option to “Yes” if you want this column to be shown to the students’ grade book

Checking/Removing links to Blackboard Quizzes/Tests/Surveys

Check all test links in your content areas (**Assignments**)

► To make a link to the test unreachable (prevents students from accessing the test).

- With the Edit Mode “**ON**” select “**Assignments**” in the **Course Menu**, this is where you have deployed the test link
- Click the chevron next to the test link.
- Click on “**Edit the Test Options**”
- Scroll down to the section “**Test Availability.**”
- Select ‘**No**’ where it says “**Make the link available.**”
- Click **Submit**.

► To remove a deployed test

- With the Edit Mode “**On**” select “**Assignments**” in your course menu.
- Find the test link and click on the chevron next to it
- Select the “**Delete**”. Blackboard will ask you if you are sure, you want to remove this item.
- Select **OK**
- Once you removed an item make sure to remove the column in the **Results Center**

Update Contact Information

► To update your contact information

- With the Edit Mode “**ON**” select “**Your Instructor**” in your **Course Menu**, this is where your contact information is
- Click on the chevron next to your profile and select “**Edit**” to make all the changes
- Please make sure to include a brief professional profile and a small picture
- Make all the desire changes and click “**Submit**” to save all the changes

Getting Help with Blackboard at the Distance Learning Department

Distance Learning Department (DL)

Distance Learning provides consulting and instructional support to faculty who are using Blackboard in teaching online classes.

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