

Blackboard Checklist

Before the Semester Starts	See These Links
Find Your Course Shell at blackboard.westerntc.edu	
Import the Course File (if this is a course you have used before or a course file from a publisher)	Course Management > Managing Course Files - Import
Determine How Your Course Will Look – select banners, navigation, menu style, color scheme	Course Management > Setting up Your Bb Course
Add Content and Tools to Your Course:	
• Assignments	Adding Content > Assignments, Safe Assign
• Assessments	Adding Content > Using Tests, Surveys and Pools
• Interactive Tools (Wikis, Discussions, Journals ,Blogs)	Adding Content > Interactive Tools
• Media	Adding Content > Media
• Learning Modules	Course Management > Learning Modules
Combine Multiple Sections into one Bb Course – if you are teaching multiple sections of the same course and would like to use just one Bb course shell	Course Management >Combining Multiple Sections
Determine Due Dates and/or Availability Dates	Date Management > Due Dates and Availability
Organize the Grade Center	Grade Center > Grade Center Organization
Make the Course Available	Course Management > Course Availability
After the Semester Ends	See These Links
Back up the Grade Center	Grade Center > Backing up the Grade Center
Archive/Export Your Course	Course Management > Managing Course Files – Archive, Export
Unenroll Students	Course Management >Enrollment
Make the Course Unavailable	Course Management > Course Availability

Additional Resources: Blackboard Help <https://help.blackboard.com>