

BLACKBOARD

INSTRUCTORS' BEGINNING OF SEMESTER CHECKLIST

✓	Activity
	<ul style="list-style-type: none"> • Make course available. <ul style="list-style-type: none"> ➤ Control Panel, Customization – Properties - Course Availability (option 3) - “Yes” or “No”, submit.
	<ul style="list-style-type: none"> • List course in course catalog. <ul style="list-style-type: none"> ➤ Control Panel Customization – Properties - Course Categorization – select category – submit.
	<ul style="list-style-type: none"> • Copy course content from old course into new course, if desired. <ul style="list-style-type: none"> ➤ From the old course, go to Control Panel – Packages and Utilities – course copy. Copy course into an existing course. Designate the destination (new) course, check the elements to copy, except enrollments, and Submit. <p>(Alternative method: Export the old course from Blackboard, and save the export file to your local computer. Export will move the content and materials, but not enrollments. At the new course’s Control Panel, select “Import package” and browse to the exported zip file to select it. Select elements to be imported from the old course.)</p>
	<ul style="list-style-type: none"> • If the course content is copied, confirm that the course menu has the navigation buttons that you wish to use. You may re-name the buttons, or modify the list of button. <ul style="list-style-type: none"> ⇒ Make sure the course is in the “Edit” mode, Click the double arrows to re-name a button, or select the Plus sign at the top of the navigation menu to add a content or tool area.

Instructors' Support Site:

<http://www.meredith.edu/techserv/campuscomputing/blackboard/default.php>