Setting up your course in Blackboard

Before Semester Begins:

❑   Before the beginning of each term (at last a month prior), the Admin creates a copy of last year's course. Faculty/Staff update the course with current content and get it ready for teaching.

❑   If you need your course copied/created, please send an email to ed-tech@bcm.edu, and list your course & faculty to be enrolled. See Also: Batch Enrollment

❑   Be proactive and not reactive, start looking at your course early.

❑   Encourage your students to download the Student Mobile App and upload their picture to the User Profile.

❑   Schedule a session with William McKinney, the System Admin, for instruction design ideas/questions or training.

❑   Know who your Admin is:

GSBS - Chris Foster If not available, then contact System Admin.

SHP – Yvonne Baier

SOM – Contact your course coordinator. If not available, then contact System Admin.

GME - System Admin

❑   Get familiar with the BCM Blackboard Guidelines

NEW

Set up a New Blackboard Course:

❑   Post Syllabus/COD

❑   Add Faculty Contact

❑   Add Content

❑   Upload all course content before you make the course available.

❑   Get familiar with Bb Ally and how it can improve your course content.

❑   Assessments: Assignments and Tests

❑   Publishers Content – follow instructions from Publisher & copyright rules

❑   Create Groups and assign them to Adaptive Release and/or track them through Smart Views

❑   Grade Center & Rubrics & Detecting Cheating

❑   Contact the school Blackboard Admin for enrollment in your course.

❑   Download the Bb Instructor App on your phone or tablet to monitor the course.

❑   If you would like your students batch enrolled, use this link.

❑   Make your Course Available for students to see/enroll

❑   Click on Student Preview to make sure your settings are correct.

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Working from a course copy from last year:

❑ NOTE! Change all <u>due dates</u> before making the course available. Otherwise students get a past due notification for every due date.

AFTER THE COPY:

❑ Check your Announcements. Make sure that the "Email this Announcement" box is UNCLICKED. Otherwise, users receive an announcement email once you click Submit.

❑ Update your Syllabus/COD

❑ Get familiar with the [Content Collection](#) and [how it affects your course](#).

❑ Update all course material <u>before</u> making the course available. Students get notifications for uploaded content once the course is available.

❑ Check your Faculty Contact to make sure your email address is @bcm.edu

❑ Change the Dates using [Date Management](#). Or change them manually.

❑ Synchronize the Safe Assignments and Tidy up the Discussion Boards

❑ If you are using Groups, update if necessary and repopulate the groups with new students. If your groups change, be sure to make necessary changes to [Adaptive Release](#).

❑ Contact the school Blackboard Admin for enrollment in your course.

❑ [Make your Course Available for students to see/enroll](#)

❑ Click on [Student Preview](#) to make sure your settings are correct. Click on My Grades to make sure the dates for your Assessments have been updated correctly.

End of Semester Tasks:

❑ [Report Grades to Office Admin or Registrar's Office](#)

❑ If you have made Blackboard Collaborate recordings that you will need to access in the future, create [Links to Recordings](#).

❑ [Make your course Unavailable](#). Unless you want students to have access to course content after the course is finished, then leave it available.

❑ [Clean up your list of courses](#)

Blackboard Links and Tools:

• Faculty Blackboard Learn FAQ on the Institution page.

• [Blackboard Help for Instructors](#)

• [Blackboard Collaborate ULTRA](#) (Web Conferencing)

Office of Academic Technologies ✉ ed-tech@bcm.edu
https://www.bcm.edu/faculty-ed-tech
https://www.bcm.edu/student-ed-tech
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