

## END OF SEMESTER CHECKLIST (BLACKBOARD)



### FACULTY SUCCESS BLACKBOARD END OF SEMESTER CHECKLIST



#### BACKUP YOUR GRADEBOOK

Instructors are responsible for making and keeping backups of their gradebook. Two available options are:

1. Archive it onto an external source of your choice (hard drive, CD, network drive, etc.) for recovery within Blackboard only.
2. Download it for Excel.

#### ARCHIVE YOUR GRADEBOOK

[FOR ARCHIVE PURPOSES ONLY - CAN ONLY BE RECOVERED WITHIN BLACKBOARD]

Archive Course

SELECT COPY OPTIONS

Entire course, including Gradebook, is saved in a compressed folder for archival purposes and for recovery within Blackboard only.

#### DOWNLOAD YOUR GRADEBOOK FOR SAVING & OPENING IN EXCEL

#### RUN AND SAVE STUDENT ACTIVITY REPORT

#### OVERALL SUMMARY OF USER ACTIVITY

## START OF SEMESTER CHECKLIST



### FACULTY SUCCESS START OF SEMESTER CHECKLIST



#### CREATE/UPDATE SYLLABUS

Your course syllabus is your "contract" with your students. Be proactive. Produce a syllabus that clearly and completely states your expectations and standards, including your grading, course calendar, attendance, and participation policies.

#### UPDATE YOUR FACULTY WEBSITE

At a minimum, post your Syllabus to your faculty website. This is an optimal way for you to readily inform your students about you and your course, along with any registration and orientation details. During the registration process, students are "shopping" around for classes. Your

Sample

Sample

Sample

Sample

e.g., post specific online course orientation info:

Sample

e.g., post info about your course/program:

Sample

e.g., post course materials/handouts:

## COURSE COPY



### COURSE COPY



Blackboard allows you to copy any or all of the content and settings from one course to another. Typically, this is done between semesters to transfer course materials from one semester to another.

Announcements

(Original Course To Be Copied)

Announcements

(Blank Course Shell)

Lecture Outlines

(Course Copied)

1. in the **Control Panel** under **Packages and Utilities**, choose **Course Copy**:

## MAKE YOUR BLACKBOARD COURSE AVAILABLE



### MAKE YOUR BLACKBOARD COURSE VISIBLE (AVAILABLE) TO YOUR STUDENTS



Your Blackboard courses which are generated each semester are automatically set to "unavailable" - this means they are not visible (available) to your students. To make your course visible, you must login to MySite (see steps below)

**PSYC 1 - Intro to Psychology** (not currently available)

1. Login to **MySite** and go to your current schedule:
  - If necessary, change the view to the desired semester through the drop-down menu:
2. Click on the **Website** link on the far right:

## MY GRADES - CREATE ON COURSE MENU



### CREATE A MY GRADES BUTTON



If you record student grades in the Blackboard Grade Center, then you will need to create a "My Grades" button in the course menu so that your students can view their own grades as indicated in your Grade Center. (Unlike "Announcements," "Information," etc., the "My Grades" button is not automatically included in your course shell.)

Announcements

Information

Content

Discussions

**My Grades**

(Faculty View - Grade Center)

Note that you cannot access student grades through the "My Grades" button. You can only see student grades through your Full Grade Center or all grade items through **Student Preview**.

1. After you login to Blackboard and access your course, point on the plus (" + ") symbol at the upper-left of the navigation menu and then

## QUICKLY



### USING QUICKLY FOR POSTING INTO MULTIPLE COURSES AT ONE TIME



Quickly is a Blackboard building block which allows you to simultaneously do the following for multiple courses:

- Create an announcement
- Send email
- Post content (including attachment)
- Post a link
- Easily see the number of items that need grading.

You can access **Quickly** on your **My Institution** page on the lower part of the screen.

**Post An Announcement For Multiple Courses**

To create an announcement for multiple courses,

1. Select **Post Announcement**
2. Select (via the check boxes) the

## MANAGE YOUR COURSE LIST



### MANAGE MY COURSES LIST



When you login to Blackboard, **My Courses** initially displays all of your current and previous courses, which can often result in a long list that can make it difficult to locate the course(s) you are currently teaching. So you can manage your course list to display only the courses you want to view (e.g., current semester course(s)).

**My Courses**

Courses where you are Instructor

2012\_1025AA: HD-PSYC Developmental Psychology (Spring 2013 Online Sections 6025 available)

2012\_6826: PSYC 1 - INTRO TO PSYCHOLOGY

2012\_6842: PSYC 1 - INTRO TO PSYCHOLOGY

2012\_6848: PSYC 1 - INTRO TO PSYCHOLOGY

2012\_6850: PSYC 4 - Psy Aspect Human Sexu

2012\_6852: PSYC 4 - Psy Aspect Human Sexu

2012\_6858: PSYC 22 - Psy of Personality (not

**Before** → **After**

Note: The course ID uniquely identifies each of your courses in Blackboard. Even if you teach the

20112 61945

Year Semester Ticket Number

## STUDENT PREVIEW



### STUDENT PREVIEW



With **Student Preview**, you can experience your course exactly as your students do. Use **Student Preview** to review the course content and validate the course behaviors, such as those that control the availability of course content, or require a particular interaction from the student to be triggered. For example, you can take a test or submit an assignment to verify that it works exactly according to your specifications. These instructions show you how to enter student preview mode, exit student preview mode, and delete the preview user account

For example, you cannot access **My Grades** as an instructor, but select **Student Preview** to view **My Grades**

**My Grades**

Users with your role do not have personal grades.

**Student Preview mode is On**

**My Grades**