

Blackboard 9.1

Getting Your Course Ready

☐ Request Course Shell

If you haven't already, request your course as soon as your course is listed in Banner. Don't wait until the week before the beginning of the semester.

☐ Export and Import Course Materials

If you wish to use materials from a previous course, follow these instructions to export materials from your old course and import the materials into the new blank course:

http://www.siue.edu/its/bb/fac_staff/pdf/Export_Import_course.pdf

☐ Organize your Course

Take a look at your course:

- ☐ Organized your course so that your students can easily find readings, assignments.
- ☐ Prepare clear and thorough instructions for each assignment and assessment.
- ☐ Are you using the best tools to achieve your educational objectives? Go to this Tool Guide for an overview: <http://www.scribd.com/doc/56245872/Bb9-1ToolGuide>

☐ Update Content

- ☐ Validate all external and internal links (Link Checker in the Control Panel)
- ☐ Update due dates for Assignments (Set Grade Center Due Dates in the Control Panel)
- ☐ Update Adaptive Releases
- ☐ Update course syllabus and course calendar

☐ Contact Information

- ☐ Clearly displayed contact information in a location other than the syllabus. Use the Contacts tool within the "About This Course" link for your contact information
- ☐ Do you have a location where students can ask questions about the course, such as a Discussion Board?
- ☐ Students today expect immediate responses. Consider including a response time, such as, "I will respond to all email within 24 hours."

☐ By the First Day of Class

- ☐ Make course available
- ☐ Write a Welcome announcement or send a Welcome email
- ☐ Write or record an Introduction to the course