Course Readiness Checklist

Starting a new semester means getting your Blackboard course ready for students. You can expect your students to begin looking in Blackboard for course materials the first day of the semester. Students who find empty course sites or sites with outdated materials can easily become discouraged or disinterested.

- Plan ahead! Faculty can expect to update approximately 10% of the course content each time it is offered, and to completely redesign the course every 3 years.
- Use a standardized course template. Standardized course templates are easy to use; reduce rework time; and provide consistency and uniformity to the course.
- Contact the IT help desk by email or by phone at (813) 253-6293 with Blackboard back end issues.

Systematically review the sections and each tool of your course, to confirm everything is up to date. Be sure to update only the current semester’s course site. The following recommendations will help you ensure your course is ready for a new semester:

- Can you see your course(s) for the current semester in Blackboard?
- Remove all unused sections and tools. Eliminating the clutter will help students navigate your course.
- Are you teaching the same course from a previous semester, did all the content copy over correctly?
- Combine course sections if you are teaching multiple sections of the same course.
- If you are missing content or you are unsure how to copy a course please visit the Ed Tech website or email Educational Technology.
- Announcements – remove old posts; hide any posts you will reuse; update Welcome Message.
- Discussion Board – remove old posts and forums; hide any forums you will reuse.
- Assignments – remove or replace old assignments; verify release/due dates are current.
- Grade Book – remove or replace old grades; verify assignments, check dates, check weighting.
- Schedule/Calendar – change dates for current semester; Remove old items.
- Syllabus – verify current policies and procedures are listed, contact info and grading scale are correct.
- Links – check all linked materials (websites, documents, videos) to ensure valid links. Remove outdated resources.
- Help – provide students with help information found under the Get Help course link section in Blackboard and under Student Resources. Please note: Ed Tech does not support students directly. Students needing technical assistance should contact the Student help desk by email or by phone at (813) 253-6255.
- Need more time? Sometimes you just cannot get everything done. Post an announcement telling your students when you will have your site ready. Hide Links or mark sections as unavailable that are updated yet.
- After creating and posting documents, make the course “available” to students. Otherwise, students will not be able to see the course.

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