

Blackboard Course Readiness Checklist for New Faculty

Syllabus

- ☐ Create and upload the syllabus. Make sure to include contact information and office hours on the syllabus.
- ☐ Make sure the syllabus is accessible to students.

Communication

- ☐ Send a welcome announcement.

Assessments

- ☐ Create assignments and exams with accurate due dates.
- ☐ Set up release conditions on items for when the student can access the content.

Content

- ☐ Make sure the course is OPEN and available to students.
- ☐ Upload content and resources into the Blackboard shell. Remember to make the content visible to students.
- ☐ Check all links to websites and external resources.
- ☐ Test videos to ensure no playback errors.
- ☐ Test other multimedia such as graphics or links.
- ☐ Check documents/pdfs for accessibility using Blackboard Ally.
- ☐ Use Student Preview to check the course from a student's view to ensure necessary content is visible.
- ☐ Add helpful resources from the Learning Object Repository.

Student Accommodations

- ☐ Set up accommodations through the Roster in Blackboard.

Grade Center

- ☐ All assignments, quizzes, discussions, and exams appear in the Gradebook.
- ☐ Create manual columns for class assignments/exams if needed.
- ☐ Check for duplicate or unused gradebook items.
- ☐ Set up Overall Grade that aligns with syllabus.

Integrations

- ☐ Test third-party student tools such as McGraw Hill, Cengage, Pearson, etc.