

Course Copy and Announcements

- ☐ Copy content from the previous semester.
- ☐ Remove or hide outdated announcements or content from previous semesters.

Syllabus

- ☐ Confirm that contact information and office hours are correct.
- ☐ Upload the syllabus. Delete old Syllabus from course if needed.

Content

- ☐ Make sure the course is OPEN and available 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.

Assessments

- ☐ Create or review assignments or tests.
- ☐ Review assignment, test, and discussion settings from copied content.
- ☐ Confirm due dates and review release conditions.

Student Accommodations

- ☐ Set up accommodations through the Roster in Blackboard.

Grade Center

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

Communication

- ☐ Send a welcome announcement.

Integrations

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