

## Things to check in your Blackboard class before the term starts

Many times when we create a class for you, we use one of your old shells to make it. This greatly helps reduce your workload since you don't have to start over each term. However you DO need to take a look through your all of your Blackboard classes before the term starts and update them as necessary. Here is a checklist of the items you should look at:

- Update your syllabus especially if it has due dates included.
- In fully online classes, you need to remove or update your announcements. In hybrid classes, the announcements do not get brought over to a new term's class, but you should verify that the announcements didn't get brought over by accident.
- Check that the content is correct. Sometimes you have two versions of a class and the wrong one could be copied.
- If you used "course links" in your Course Materials area, be aware that you need to update the display date settings both for the course link AND the actual item it links to such as an assignment or test.
- Update due dates for assignments, assessments and discussions.
- Modify any display after or until dates you set up for the above listed items or course materials.
- Remove any old Adaptive Release criteria that you set up. Most of these are created to give a specific student access to an item and since the same student won't be in the next term's class, they need to be removed.
- Hide any items that you don't want students to see right away such as solution sets you may have posted at the end of the previous term.
- See if you have a discussion labeled "Introduce yourself to the class" in the Discussions area. If you don't want students to do that task, please delete the discussion. This is especially important to do if the "Introduction" column associated with this discussion is listed in your Full Grade Center with points attached.
- In the Discussions area, be sure that all the old discussion posts were removed. We delete the old ones from your previous class, but we could miss one. The post will be listed as being from "Anonymous."
- See if you have the "Using the Assessments Tool" in your Assessments area. This is a practice test that is useful to have for students to see how a test works in Blackboard. You should leave it in your class, but you need to see if points are attached to it. Sometimes there will be up to 40 points assigned to it. Go to the Assessments area, click the Action Link next to the practice test, select "Edit the Test," change the points for each question to zero if there are points assigned, and click OK
- In the Full Grade Center, you need to realize that items that you have hidden may still be included in your Total Points column if you use the default setting of including all grade columns in your total. If your total points column is set up to only have selected columns included, then it won't include the hidden items. To check for hidden item: Open your Full Grade Center, hover your mouse over the "Manage" button, select "Column Organization," see if you have hidden some items with points attached, and decide if you need to remove the points assigned to that item or perhaps you want to delete the item.
- Check for broken links especially to external websites.
- Look at your assessments to see if there are any problems especially if you have images or question sets included in them. They can break when a course is copied.