BLACKBOARD 9.1 BEGINNING OF THE SEMESTER CHECKLIST
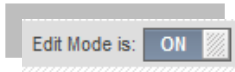
EDIT MODE

Figure 1 Screen shot of Edit Mode button

The most important detail instructors need to know about Blackboard 9.1 is where to find the Edit Mode button which allows instructors to manage their courses. This button is located in the upper-right corner of each Course area and in any subfolders. With **Edit Mode ON** you can easily manage course content. With Edit **Mode OFF** you see what your students see.

BLACKBOARD COURSE SHELLS

Official course shells are automatically generated for all courses. If you would like a development course shell so that you can start building your course, please contact the Office of Distance Learning and Instructional Technologias at UNT Dallas.

 Note: You will have to copy your development course shell into your official course once it is created.

COPY COURSE

1. Enter the course you want to copy content from.
2. Select **Packages and Utilities** in the **Control Panel** area of your existing course.
3. Select **Course Copy**.
4. In the **Select Copy Type** area, select **Copy Course Materials into an Existing Course.**
5. Click **Browse** to **locate the Destination Course ID.**
6. **Search** by Course ID, Instructor or Name/Description to access your course list.
7. **Select** the button next to the **Destination Course ID** of the course you want to copy the content to.
8. Select the items you would like to copy and click **Submit.**

An email will be sent once the Course Copy task is complete. Once this email is received, check the destination course to verify that the selected materials were copied successfully from the original course.

CHECK THE COURSE MENU

Confirm that the Course Menu consists of the buttons or links that you wish to use. If necessary, rename or modify the list of buttons. Make sure and check the Course Menu with **Edit Mode ON**. Instructors have direct access to edit and organize the Course Menu and may use the drag and drop feature to change the order of menu items. Course Menu items that do not contain any content are automatically hidden from student view but are visible to the instructor while in Edit Mode.

1. In the upper right-hand corner, select **Edit Mode ON**.
2. To add a new link to the Course Menu, click the "+" and select the area you want to add.
3. **Rename**, **Hide** or **Delete** links as necessary using the pull-down menu next to each link. **Note:** If you remove a menu item, all information within that area is removed permanently.
4. Organize your course menu using the drag and drop feature. For longer course menus you may want to consider creating Subheaders and Dividers by clicking on the "+" icon and selecting these features.

TURN OFF ALL UNNECESSARY TOOLS

To simplify your class you will want to hide the links of all the tools you will not be using. If you decide to use a tool later in the semester you may make it available at that time. Both course and communication tools are combined into a single Tools area in the Course Menu.

1. In the upper right-hand corner, select **Edit Mode ON**.
2. Select **Tools** on the **Course Menu.**
3. Click **Hide Link** next to the tools that you are not using.
4. To view the Tools that will be available to students, turn off the Edit Mode button.

CUSTOMIZE YOUR COURSE DESIGN

You may select a color and style for your **Course Menu**.

1. Select **Customization** in the **Control Panel** area.
2. Click on **Style** and select **Buttons** or **Text,** choose the **Default Menu View,** and the **Default Content View.** You also have the option to change the **Entry Point** of the course and **Upload a Banner.**

You may easily create a **Banner** in PowerPoint.

1. Open a new PowerPoint presentation and select a Blank Content Layout.
2. Resize the slide 7 to 8 inches in width and 1.5 inches in height.
3. Design your banner using WordArt, Text boxes, ClipArt or digital Photos.
4. Save the Banner as a JPEG file.
5. To upload the Banner into Blackboard, select **Customization** in the Control Panel area.

6. Click on **Style** and scroll down to **Select Banner**, click **Browse** and Select the JPEG file of the Banner you created in PowerPoint and click **Submit**.

CHANGING THE COURSE ENTRY POINT

Each **new** course has the **option** for instructors to enable a course Module Page that contains the modules that are designed to provide students with information on what has changed in the course since they last visited, what items require attention and what items are past due or due in the near future. Instructors can modify the course home page to meet their needs. For those instructors who prefer to have the Home Page as the course entry point they may do this easily by changing the entry point.

1. Click the "+" on the Course Menu and Create **Module Page.**
2. Name it **Home Page** and make it **Available to Users**.
3. In the **Course Management** area, select **Customization** and **Style.**
4. Change the **Course Entry Point** to **Home Page.**

CHANGE THE COURSE NAME TO REFLECT THE CURRENT SEMESTER

Changing the course name allows users to easily identify the course they are looking for in a list of courses on Blackboard.

1. Select **Customization** and **Properties** in the **Control Panel** area.
2. In the **Name and Description** area, change the **Course Name** to reflect the current semester and click **Submit**.

UPDATE YOUR CONTACT INFORMATION

The Faculty Information link should contain information students will need to contact the instructor. This includes email, office location and office hours. Instructors may also add notes and upload a picture.

1. Select **Faculty Information** on the **Course Menu**.
2. Select **Create Contact**, complete the template and click **Submit**.

UPLOAD YOUR SYLLABUS

The course syllabus and all revisions should be located in the Syllabus area located on the Course Menu.

1. Select **Syllabus** on the **Course Menu.**
2. Click on **Create Item** and type in the name of your Syllabus and a description. Make sure and include the file type.
3. Browse for the file on your computer, Name the Link, select the Options and click **Submit**.

UPDATE DEADLINES, DATES, AND MATERIALS

Go through all course content and make sure all URL's and documents are current and reflect the current semester.

MAKE YOUR COURSE AVAILABLE

All courses are set to unavailable by default. As soon as the course is ready it is the instructor's responsibility to make the course available.

1. Select **Customization** and **Properties** in the **Control Panel** area.
2. In the **Set Availability, Make Course Available,** select **Yes** and click **Submit.**

POST A WELCOME ANNOUNCEMENT

In your welcome message you may want to include the date/time of class, a brief course overview, instructor's name and contact information, any textbook information, as well as how you intend to use Blackboard.

There are several ways to post Announcements in your course.

From the **Control Panel** area:

1. Select **Course Tools**.
2. Click **Announcements** link and **Create Announcement**.
3. Fill in the **Subject** and **Message** fields and select the appropriate **Options.**
4. Click **Submit.**

If your course opens to a **Home Page** and your Announcements are located within the Announcements module:

1. Select **Tools** on the **Course Menu.**
2. Click **Announcements** link and **Create Announcement**.
3. Fill in the **Subject** and **Message** fields and select the appropriate **Options.**
4. Click **Submit.**

If your course opens to an Announcements page:

1. Click **Edit Mode ON.**
2. Click **Create Announcement**.
3. Fill in the **Subject** and **Message** fields and select the appropriate **Options.**
4. Click **Submit.**

SEND AN EMAIL

Send an email to your students once the course is made available. You may want to consider copying and pasting the Welcome Announcement into the body of the email.

1. Go to the **Course Tools** area in the **Control Panel**.
3. Click **Send Email.**
4. Select the **Users**.
5. Type in a **Subject** and a **Message** and click **Submit.**