



Blackboard Course Checklist

*Is your course ready for students?
Check to make sure you've done the following...*

- Have you removed any Course Menu items that you don't plan to use?
(Control Panel > Manage Course Menu)

- Have you disabled any Communication Tools or other Tools that you don't plan to use?
(Go to Control Panel > Manage Course Menu. Scroll down a bit, and to the right of "Communication", click on "Modify". Scroll down and disable any tools you will not be using. Then click Submit, then OK. Next, scroll down to the bottom and repeat these steps for the "Tools" area.)

- Have you chosen clear and specific names for each of your Course Menu items? For example, we recommend replacing vague menu item names like "Course Documents" with more specific names like "Handouts" or "Lecture Notes" or "Weekly Lessons".
(Control Panel > Manage Course Menu)

- Will students be able to find important documents easily? Would it help to create a Blackboard site overview, which describes the organizational logic of your site and indicates the general contents of each course area?

- Have you set up the first week's discussion forum and posted the first thread?

- Did you post an introductory announcement?

- Did you check each page of your course site for errors, including dead links, spelling errors, improper formatting, and missing or inaccurate information?

- When you are ready to go live, did you remember to make the course "Available" so students will be able to access it?
(Control Panel > Settings > Course Availability)

- Have you made copies of the "Blackboard Student Login" handout for distribution to all students?