

Blackboard Beginning of the Semester Checklist

Request a Blackboard Course Shell

Official course shells are automatically generated for all courses footnoted with a 15 or 17 within PeopleSoft approximately six weeks before the start of a new semester. If you would like a development course shell so that you can start building your course, please fill out the **Developmental Course Request Form** found in the Faculty section on **blackboard.csufresno.edu**. **Note:** You will have to copy your development course shell into your official course once it is created.

If you do not see your course on Blackboard six weeks before the start of a new semester check with your Department Administrative Assistant to make sure that your course is properly footnoted.

Copy Course

You may copy course content into the current semester course shell from a previous course.

1. Through the **Control Panel** go to the **Course Options** area and select **Course Copy**.
2. Select **Copy Course Materials into an Existing Course**.
3. Click **Browse** to **locate the Destination Course ID**.
4. Click **Search** to access your course list.
5. Click **Select** next to the **Destination Course ID**.
6. 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.

Note: You may also request that the course is copied for you by completing a **Course Copy Request Form** found in the Faculty section on **blackboard.csufresno.edu**.

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.

1. Through the **Control Panel** go to the **Course Options** area and select **Manage Course Menu**.
2. **Add, Modify, Remove** or **Shuffle the Order** of buttons as necessary.

Note: If you remove a menu item, all information within that area is removed permanently.

Turn off all unnecessary Buttons and Features

To simplify your class you will want all the buttons and features that you are not using set to unavailable. If you decide to use a feature later in the semester you may make it available at that time.

1. Through the **Control Panel** go to the **Course Options** area and select **Manage Course Menu**.
2. Select **Modify** next to **Communication** and make sure that the tools that you are not using are set to **Unavailable** and click **Submit**.
3. Select **Modify** next to **Tools** and make sure that the tools that you are not using are set to **Unavailable** and click **Submit**.

Customize your Course Design

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

1. Through the **Control Panel** go to the **Course Options** area and select **Course Design**.
2. Click on **Course Menu Design** and select **Buttons** or **Text**, choose the **Style Properties** and click **Submit**.

You may also create a **Banner** very easily 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 go through the **Control Panel** in the **Course Options** area and select **Course Design**.
6. Select **Course Banner**, click **Browse** and Select the JPEG file of the Banner you created in PowerPoint and click **Submit**.

Update deadlines, dates, and materials

Go through all course content and make sure all external links and documents are current and reflect the current semester.

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.

1. Through the **Control Panel** go to the **Course Tools** area and select **Announcements**.
2. Click the **Add Announcements** button.
3. Fill in the **Subject** and **Message** fields and select the **Options**.
4. If you would like to send a broadcast email to all users in the course select **Email Announcement**.
5. Click **Submit**.

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. Go to the **Course Options** area in the Control Panel.
2. Click **Settings** and **Course Availability**.
3. Select **Yes** and **Submit**.

Combining Course Sections

To request that course sections are combined into one, complete the **Combine Course Request Form** found in the Faculty section on **blackboard.csufresno.edu**. This is a permanent change for the term and requires signatures from all participating faculty. Print the form and mail to Digital Campus (M/S IT 121)

Getting Help with Blackboard:

Mary Bennett, Training Coordinator
mbennett@csufresno.edu • 278-7203

Resource Center
Industrial Technology (IT) 300
278-7373/278-6892

Email
dcfeedback@csufresno.edu

To download forms:
Blackboard.csufresno.edu – Faculty Section