



FORT HAYS STATE UNIVERSITY

LEARNING TECHNOLOGIES

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BLACKBOARD BEGINNING OF THE SEMESTER CHECKLIST

The following are guidelines you can use as a checklist for preparing Blackboard courses for future semesters. We have listed the checklist followed by the guideline descriptions. If you have any questions or need additional information, please contact Tiger Tech (<https://www.fhsu.edu/tigertech/>) at (785) 628-3478 or at bbsupport@fhsu.edu (**FOR FACULTY AND STAFF ONLY**).

For quick access to a following guideline, please open the hyperlink:

◆ [Course Merge/Course Copy](#), ◆ [Verify Course Site](#), ◆ [Synchronize SafeAssign](#), ◆ [Update dates and deadlines](#), ◆ [Clear Errors in Lockdown Browser](#), ◆ [Check Grade Center](#)

Before the semester begins: You will want to request a course merge if you are teaching multiple sections by using the same course content. You will also want to request a course copy if you are teaching the same course last semester and are planning to use the same information, assignments and exams.

Note: If you are merging two or more sections into one Bb shell, please submit the merge request FIRST, wait until it's finished, then submit a course copy request.

Merge Courses

You may find it helpful to merge multiple sections or cross-listed courses into a single Blackboard course if you do not wish to post identical assignments and information in multiple locations. You also can have more interaction for students in the discussion board which they are from different sections. To request a [Course merge](#) open the hyperlink and follow the instructions.

Copy Courses

Each semester, you will get a Bb course site for every course/section you are teaching. These courses are empty sites and you may prepare them from scratch, or import items one-at-a time



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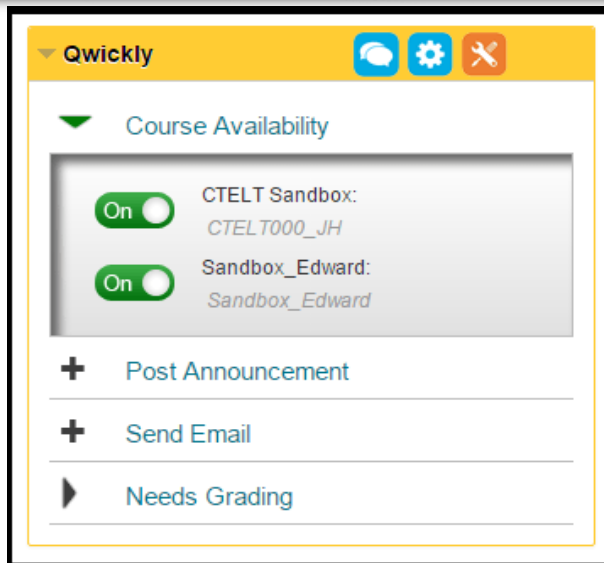
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out of previous courses into these new sites. To request a [Course copy](#) open the hyperlink and follow the instructions.

Verify your course site is available

The Course Availability setting is like an on/off switch for your entire course site. You may temporarily disable student access while preparing your course site, but be sure to make it available again when you want your students to use it. It is best to edit your essential course materials before making the site available in order to avoid student confusion. There are two options to make your course available:

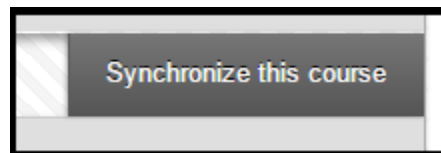
1. You can use the traditional way, Go to Control Panel > Customization > Properties > Set Availability> Yes
2. You can use the new feature [Qwickly](#) that allows you to make courses available in one button.



Synchronize your new course with the SafeAssign Central Database

If you use SafeAssignment in your course site, make sure to synchronize the SafeAssignment to the SafeAssign central database. If a Blackboard course is out of sync with the SafeAssign server, students will be bounced back to the Blackboard Home Page when they try to submit their SafeAssignments. To synchronize a course, you can follow these steps:

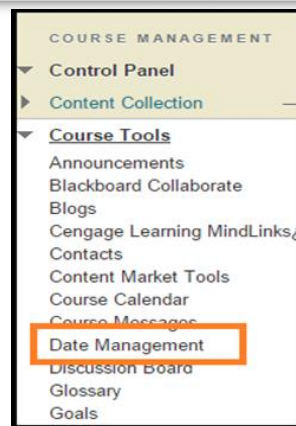
1. Go to Control Panel in the new course site
2. Click SafeAssign from the Course Tools Area then, SafeAssignments.
3. Near the top of the page (on the right side), click Synchronize this course.





Update deadlines, dates and materials

Go through all course content and make sure all web links, due dates and documents are up-to-date and reflect the current semester. You can use Date Management, which is a tool that helps you easily adjust all content and tool dates in your course. You can choose to adjust dates automatically or individually from one convenient location. To learn more about [Date Management](#), open the hyperlink.

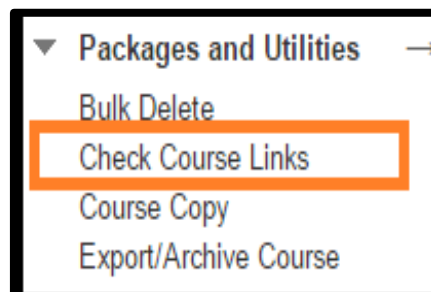


Clear ERRORS in Respondus LockDown Browser

If you use Lockdown Browser for exams, make sure to clear errors. Every semester and after a course copy or modification in the test option, settings in exams that Require Respondus LockDown Browser (RLDB) have to be "fixed". The fix can be done by one click on the button "Fix It". Exams that require RLDB can be accessed through Course Tools>>>Respondus LockDown Browser. Once you are there, you will see a list of the exams that are set to be opened with RLDB and you can click on the button "Fix It" next to every exam error. To learn more about [LockDown Browser](#), open the hyperlink.

Check Web links in your Course

If you have a link for a web resource outside of Bb, make sure the link(s) /is/are still alive. You can either go check each link to see if it opens (in a new tab/window) or under Control Panel>>Package and Utilities>> Check Course Links.





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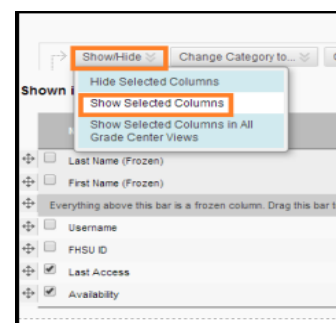
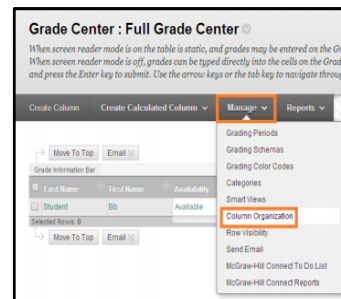
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Check Grade center for hidden columns, unwanted columns and that points match your syllabus

There are instances where columns are hidden from Instructor view but not from student view.

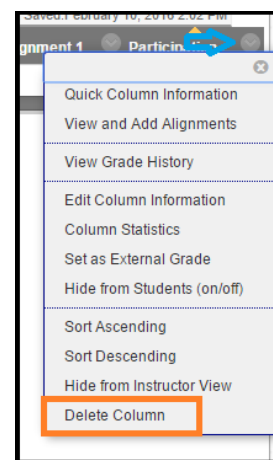
This can cause confusion to students and what assignments need to be turned in. To make sure all your columns are visible and are not hidden go to:

1. Control Panel> Grade Center> Full Grade Center>Manage>Column Organization.
2. Once you are there you will find some gray color columns and marked as “hidden”, check the boxes for the hidden columns you would like shown.
3. Place your cursor on the Show/Hide button and click on show selected columns, then click submit.
4. After this you should be able to view the column in grade center if it was hidden before.



Grade Center copied from previous semester courses can come along with old and unwanted columns, to delete unwanted columns:

1. You will decide whether you manually put the column into the grade center or if you have it linked to an assignment or exam.
2. If you put the column into the grade center manually click on the drop down button on the column you are wanting to delete. You then will click on the delete column button.
3. If you don't see delete button for that column, that means this column is linked to an assignment/exam/DB in your content area. You will have to go directly to that assignment or exam and delete it from your content area. Then the column will be deleted automatically once the assignment or exam has been deleted.





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Check your “Total Points” in Grade Center to match your “Total points” in Syllabus.

After you show the hidden columns and deleted unwanted columns, you can check your “Total Points” by the following instruction.

Control Panel> Grade Center> Full Grade Center>Manage>Column Organization

Name	Grading Period	Category	Due Date	Date Created	Points Possible
Total (External Grade)	Not in a Grading Period	Calculated Grade		None	820 (may vary by student)
Weighted Total	Not in a Grading Period	Calculated Grade		None	0 (may vary by student)
Stakeholder Identification	Not in a Grading Period	Assignment	Feb 5, 2016	None	25
Class Introductions	Not in a Grading Period	Discussion	Jan 29, 2016	Dec 27, 2015	25
Organizational Artifacts & Identity	Not in a Grading Period	Discussion	Feb 12, 2016	Dec 27, 2015	25
Message Themes and Styles	Not in a Grading Period	Assignment	Feb 19, 2016	None	25
Backward Press Release	Not in a Grading Period	Assignment	Apr 1, 2016	None	25
Corporate Social Responsibility	Not in a Grading Period	Discussion	Apr 22, 2016	Dec 27, 2015	25
Final Reflection	Not in a Grading Period	Assignment	May 11, 2016	None	25
Corporate Communication Job Call	Not in a Grading Period	Assignment	Jan 29, 2016	None	25
Week 2 Quiz	Not in a Grading Period	Test	Jan 29, 2016	Jan 16, 2016	15
Week 1 Quiz	Not in a Grading Period	Test	Jan 29, 2016	Jan 16, 2016	15
Week 3 Quiz	Not in a Grading Period	Test	Feb 5, 2016	Jan 16, 2016	15
BCOM201 Course Processes	Not in a Grading Period	Test	Jan 29, 2016	Jan 20, 2016	15
Week 4 Quiz	Not in a Grading Period	Test	Feb 12, 2016	Jan 20, 2016	15

You also can update individual assignment’s point by the following instruction,

1. Go into full grade center.
2. Click drop down menu for that particular column.
3. Edit Column Information, update points and submit.

To learn more about [Grade Center](#), open the hyperlink.

