FORT HAYS STATE UNIVERSITY
LEARNING TECHNOLOGIES

Forward thinking. World ready.

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.

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Course Copy

We have now made the "course copy" feature available in your course. This will allow instructors to copy their own courses into the new course shells. Teaching Innovation and Learning Technologies will continue to perform course copy on request but, if you choose, a few steps will allow you to complete your own course copies.

Blackboard Course Copy (video)
More information about Course Copy/ Merge

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Reorder Course Menu

When you complete a course copy, your course menu can become unorganized. You have the ability to reorganize your course tabs by using the drag-and-drop function to reorder course menu links. You can also rename course tabs simply by opening a tab's menu and selecting "Rename" to change its title.

Reorder & Rename Course Menu

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Date Management

Once you have completed a course copy, you can use the Date management tool to adjust the dates found in your course. Date management is a tool that helps you easily adjust all content and tool dates in your course all in one place. You can choose to adjust dates automatically or individually from one convenient location.

Accessing date management:

1. Under the course management panel, click on the course tool tab.
2. Under the course tool tab, click on the date management link.
3. Now you are ready to adjust your dates.

Follow this link for further instruction on using date management.

Enroll Users

Whether you want to add additional instructors, teaching assistants, or simply want a student to finish an incomplete, as the instructor of the course, you have the ability to add users.

For a video tutorial on how to enroll a user in your course, click here.

**Please use this feature with extreme caution. You do not want to add individual(s) to your Bb course site(s) who are not supposed to be added because they didn't pay for the course, for example.

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Course Availability

When classes begin, you will want to verify your course site is available to students. 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.

To make your course available: Go to Control Panel > Customization > Properties > Set Availability > Yes.