Pre-Semester Course Checklist

☐ Request a course merge of multiple sections of the same course?
Note: A merge after students have submitted work creates grading challenges

☐ Request to have framework installed?
We can preload your course with all the tools you'll need in the menu and content areas to easily organize your content. We can install versions with content folders or learning modules, just let us know which you prefer.

☐ Request a course copy of content from a previous semester?
Already have course content that just needs a few tweaks? We can help!

☐ Update the Weekly Overview items and making them available as appropriate?
Make sure your students know what they need to accomplish each week. Just take the content from your course schedule and post it in the appropriate folder in your course.

☐ Send and post a welcome letter

☐ Create and post a course orientation video
Panopto is a great way to take your students on a virtual tour of your course content and will reduce frustration and confusion for both of you.

☐ Posted the Course objectives (extract from syllabus) as an Item for quick reference?

☐ Update or review the latest syllabus template to ensure yours is in compliance (see
https://www.wcu.edu/learn/faculty/coulter-faculty-commons/teaching-and-learning/syllabus-resources.aspx)

☐ Post textbook information to Blackboard as well as any other source materials the students might need?

☐ Reorganized course? Do you want a different folder/unit/module organization in Bb – Modules?

☐ Considered a Week 0 implementation to include things students should do before the start of the semester?
If you have things that students ought to have done before the first day of class (read syllabus, review schedule, complete survey, provide introduction, etc.), a Week Zero folder is a great way to kick start their learning.

☐ Decided to deploy the Academic integrity module?
Optional content available in your course

☐ Confirmed all video/external web links are still active?
Links that were good last semester may not work or may take your students to the wrong web site.

☐ Configure your course to use Panopto and update links?
Whether you have already recorded videos or plan to do so, make sure your course is Panopto ready

☐ Have you gone into the Student Preview Mode to review your course as a student?
What you see in Blackboard is not always what your students see.

☐ Have you made the course Available to Students?
*This doesn't happen automatically at the beginning of the semester. **Your students are loaded into Blackboard from Banner two weeks before the start of the semester**, so if your course is ready before then you can give them early access.*

For more information on any of the above topics or anything related to Blackboard, please contact the LMS team at 227-2930 or click here to email.