BLACKBOARD: COURSE CHECKLIST

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SETTING UP A COURSE SHELL:
- ☐ Delete (or hide) any template menu items that will not be used
- ☐ Delete any template examples that will not be used
- ☐ Edit the Instructor Contact, upload a picture, and make it available to students
- ☐ Add any additional resources to the Resource menu item, and make it available to students
- ☐ If any additional course tools will be used, add a direct tool link to the course menu
- ☐ Edit the Welcome message, and make it available to students
- ☐ (Optional) Customize the course shell with a theme, colors, menu buttons, and a course banner

ADDING COURSE CONTENT:
- ☐ (Optional) Import prior course content into the class
  - ☐ Move imported content into the appropriate template menu area
  - ☐ Delete any replicated, old or outdated content
  - ☐ Delete the imported menu links / items
- ☐ Course Information
  - ☐ Edit the Syllabus content item, upload the course syllabus, and make it available to students
  - ☐ Add any additional course information
- ☐ Lectures
  - ☐ If adding lecture notes, create unit folders or learning modules. Upload the lecture notes to the appropriate folder and make them available to students. If not using, hide or delete the menu link.
- ☐ Handouts
  - ☐ If adding handouts, create unit folders or learning modules. Upload the handouts to the appropriate folder and make them available to students. If not using, hide or delete the menu link.
- ☐ Assignments
  - ☐ If adding assignments in Blackboard, create unit folders or learning modules. Create the assignments in the appropriate folder and make them available to students (date restrictions can be used). If not using, hide or delete the menu link.
- ☐ Discussions Board
  - ☐ If using, edit the Course Questions discussion form (if changes are desired), and make the forum available to students.
  - ☐ Create any additional discussion board forums that will be used in the course, and make the forums available to students (date restrictions can be used). If not using, hide or delete the menu link.
- ☐ Calendar: Add any important course dates to the course calendar. If not using, hide or delete the menu link. Note: Any assignments, quizzes, or tests created in Blackboard with a due date will automatically be added to the course calendar.

GRADE CENTER SET UP:
- ☐ (Optional) If using a letter grade, edit the grading schema to match the course grading on the syllabus.
- ☐ Edit the Total grade column to reflect the primary grade to be displayed to students (percentage, letter, score, etc.), select the "Running Total" setting, and select "No" to include the grade in grade center calculations.
- ☐ Add any text, extra credit, and/or class participation grade center columns
- ☐ If assignments, quizzes, and / or tests are not created in Blackboard, create a grade center column for each assignment, quiz, and / or test (grades will have to be manually entered).
- ☐ (Optional) If prior content was imported into the course, update the due dates by selecting Course Tools > Set Grade Center Due Dates from the Course Management Menu.

START OF CLASS:
- ☐ Make the course available to students by selecting Customization > Properties from the Course Management Menu. Select "Yes" in the "Make Course Available" field.
- ☐ Verify the students on the Blackboard roster to the official Web Advisor roster
- ☐ Remove Access for students that have dropped the class or no longer appear on the Web Advisor roster, and hide those students in Grade Center
- ☐ Send the Welcome Announcement

END OF CLASS:
- ☐ Download Grade Center into Excel to submit to Admissions & Records
- ☐ Export the course material (save to be imported into future course shells)
- ☐ Make the course unavailable to students by selecting Customization > Properties from the Course Management Menu. Select "No" in the "Make Course Available" field.

ONLINE / HYBRID INSTRUCTORS:
- ☐ Verify ADA compliance for any audio transcription and video captioning
- ☐ Orient students to the course either by creating a "video tour" or using Blackboard Collaborate to meet live with students (can be recorded for later viewing)
- ☐ Check all external links and file links to ensure that they are still valid and current
- ☐ Notify the Distance Education Office of any out-of-state students (see attached)
- ☐ Remind students to (1) update their Email address in Web Advisor, and (2) check their computer to ensure that it is up to date and in good working order
- ☐ Regularly contact / drop inactive students and document the Last Day of Attendance (LDA). The LDA is based on the student's last academically related activity. Blackboard log in statistics are not appropriate (see attached).
- ☐ Verify the Regular and Substantive Interaction. Online and Hybrid courses must have evidence of academic engagement (see attached).

CONTACT THE DISTANCE EDUCATION OFFICE WITH ANY QUESTIONS OR CONCERNS ABOUT BLACKBOARD, ONLINE / HYBRID POLICIES, OR THE CHECKLIST.

Rosters

- **Check your Blackboard Roster against your Web Advisor Roster!**
    - o Any missing students on Bb, contact Distance Education
    - o Any students on Bb that are *not* on Web Advisor, please make the student unavailable. (Control Panel-Users and Groups-Users-Hover on the Username and select Change User's Availability in Course-"No"-Submit
- **Web Advisor is your "true" roster.** On Monday, the first day of 16-week classes, your Blackboard roster should reflect all students that have enrolled in your course and all students that have dropped from the Friday before classes begin. Thus, it is possible that any students dropping over the weekend will not be reflected on Blackboard.
- **Adds from Web Advisor are run several times a day.** Let your add students know that they should see your course on Bb later in the day or the next day at the latest.
- **For drops that occur after classes begin, make the course unavailable to that student.**
- **Any problems or questions, please have students email/call/stop-by the Distance Education Office**

Out of State Students

The US Department of Education requires that colleges offering distance education, to students in which it is not physically located, must meet that State's requirements for it to legally offer postsecondary distance education in that State.[1] Some states do not regulate public institutions. Others require an application fee from the college to apply.

- Because the regulations of states vary and are subject to change, we need to handle out of state students on a case-by-case basis.
- The college application process notifies out-of-state students to contact the Distance Education Office.

Bottom line: If you are aware of any out-of-state students in your course, or interest from an out-of-state student, please have them contact our office immediately.

Last Date of Attendance

Heightened standards by the Department of Education **require documentation** of "regular and substantive interaction between the students and faculty" showing evidence of academic engagement for online enrollments and regular effective contact. This includes the first week of classes.

Online faculty is required to do the following:

- ➢ **Have one or more regular interactive activities that must be accomplished within a week's time.**
    - ▪ **Interactive Activities: Discussion board, Blogs, Wikis, Chats**
    - ▪ Consider offering **live class sessions** and office hours (via chat, Skype, CCC Confer, etc.)
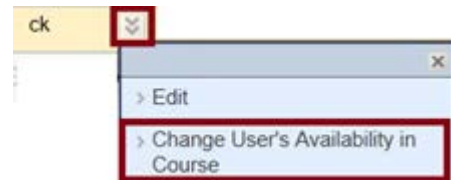
Bottom line:

- ➢ **Regular and Substantive interaction and activities must occur throughout the entire semester.**
- ➢ The Last Date of Attendance and documentation of when activity stopped should be attainable. This is easily stored in Bb by **a column in the Grade Center for "Last Date of Attendance" with a comment documenting reasons for dropping**.

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[1] USDOE §600.9(c) State authorization
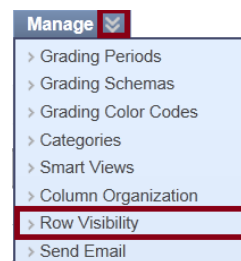
Dropping:

- Your **drop policy must be stated in your course syllabus**.
  - ➢ **Example:**

      - In this course students must complete the following during the first week of classes or they will be dropped:
        - Attend one of the mandatory introductory sessions offered during the first week of classes
        - Complete the "Orientation Exercises" and participate in Week #1's discussion board
        - Participate on the course site with discussion board posts, online quiz submissions, project submissions or other online interactions for that week (blogs, wikis, chat). If two consecutive weeks of non-participation is observed by the instructor, the student may be dropped.
- **You may not keep a student enrolled in your course if you do not see academic engagement and regular and substantive interaction.**
- **You should attempt to contact students who have stopped all academically related activities to explain that they will be dropped unless they reengage in substantive assignments within your defined time period.**
- Login statistics, such as "Last Access", are **not** evidence of substantive student participation.
  - ➢ Drop the student from Web Advisor
  - ➢ **Make the course "Unavailable" to the student**
    - Under the Control Panel, select Users and Groups
    - Users
    - Select Chevrons for the student account
    - Click to "Change User's Availability in Course"
    - Select "No" for "Available for this course only
    - Submit
  - ➢ **Hide the dropped student row in Grade Center**
    - In the Grade Center, select Manage
    - Select the chevrons
    - Click Row Visibility
    - Click the box for the dropped student
    - Click to "Hide Rows"
    - Submit

Bottom line:

  - ➢ **You must have stated criteria for dropping a student and the criteria must be one of academic engagement.**
  - ➢ **A student cannot remain enrolled in the course if there is no evidence of academic engagement and regular and substantive interaction.**

Student Authentication and Integrity

The Higher Education Opportunities Act requires institution processes for student authentication and validation. Whenever possible, we must do our best to ensure student verification which can be done by using one or more of the following methods:

- **Use plagiarism detection software** if appropriate (Turnitin or SafeAssign)
- **Proctored Exam(s)** – Think about offering at least one proctored exam. This can be offered at the SAC Testing Center or an authorized testing center, such as another college testing center.
  - o Ideally a mid-term or final exam with substantial grading consequences