



UNIVERSITY OF HARTFORD

Preparing Blackboard Courses for a New Term

Below is a checklist instructors may find useful when preparing Blackboard Course for a new term.

- ✓ Check your course list in Blackboard. Courses are created automatically based on data in Banner. If you are not listed as the instructor for the course in Banner (i.e. your course is listed as “Staff”), your course will not appear in Blackboard. Please contact the Registrar to get assigned to that course in Banner.
- ✓ Check student rosters in Blackboard. Double-check your Blackboard roster against your Banner listings. The students should match in both rosters, although you may be missing one or two students in Blackboard if they don’t yet have University email. All Blackboard users must have University email in order to access Blackboard. Please note that adds and drops are now automatic, so instructors should avoid manually adding or removing students. If your Blackboard roster is markedly different than your Banner one, or if you don’t yet have any students in your Blackboard course, please contact FCLD for assistance.
- ✓ Check your course content. If your course was copied, check the make sure that all content copied correctly, including test question pools, tests, and materials inside folders. Note: Some course cartridges are copy protected and may not copy. Also, assignments created using the Assignments Tool may not copy. If your course materials were initially uploaded with ‘start or end dates’ or set to ‘unavailable,’ they will not be visible to students. You will need to update these settings before students will be able to see them. Remember to remove old course materials (see below).
- ✓ Update course materials in your Blackboard Course. If you requested that FCLD copy materials from a previous Blackboard course site, be sure you update the materials. Copied courses copy everything except students and student-related data such as grades. Check for old, outdated announcements (click on the ‘View All’ tab on the Announcements page), quizzes, and other old course materials that you may not want visible for the new term. Instructions for updating your course begin on page 2 of this document.
- ✓ Check to be sure the course is available to students. If it is NOT available to students, you will see an “unavailable” next to the course name when you log into Blackboard. Instructors can change this setting themselves.

Making Blackboard Courses Available/Unavailable to Students

- Go to the Course Control Panel for your course.
- Select **Settings** under the Course Options area.
- Select **Course Availability**.
- Select ‘yes’ if you want your students to be able to access materials and ‘no’ if you do not.
- Click **Submit**.

Updating Course Materials in your Blackboard Course

Copied courses copy everything except students and student-related data such as grades. Instructors should check all content areas and hide or remove any course materials that should not be visible to students. Here are some suggestions on how to update course materials for the new term.

Updating Announcements

- From the Course Control Panel, select **Announcements**.
- Select **Remove** to remove the entire announcement or **Modify** to update the announcement.
- Be sure to double-check the dates under Options. You may need to update them. Remember that Announcements only stay on the main page for seven days, so if you are creating a “Welcome” announcement in advance, you may want to set a “Display After” date.
- Click **Submit**.

Hiding old files or assignments

- Find the content area where the file or item is located (e.g., Course Documents, Assignments).
- From the Control Panel, select the Content Area with that heading.
- Locate the item you wish to hide (e.g., Syllabus file).
- Select the **Modify** button to the right of the listed item (right hand side of the screen).
- Scroll down to Options. Where it says, “Do you want to make the content visible?” select “No.” This will hide the file from students, but will not remove it. You will notice that the file icon is ghosted (faded) afterwards, indicating it is hidden from students. Although the instructor can still see it and modify it from the Control Panel, it will no longer be visible from the Course Menu and students can’t see it.
- Click **Submit**.

Updating/Modifying uploaded files

- Using the Course Menu, find the content area where the file or item is located.
- From the Control Panel, select that Content Area.
- Locate the item (e.g., Syllabus file) and select the **Modify** button to the right of the listed item (right hand side of the screen). This opens that item.
- Scroll down to Content. Where it says *Currently Attached Files* select **Remove**. This will remove the file, but preserves the description and heading. After the file is removed, your browser screen will refresh.
- Scroll back down to Content and click on the browse button. Browse your computer directories for the updated file and upload the new file into Blackboard – just as you usually do.
- Be sure to double-check the dates under Options.
- Click **Submit**.

Removing files you know you will not be using for the course

- First, make sure you have a copy of the file somewhere on your personal computer.
- Next, enter the Blackboard course and find the area where the file or item is located (Announcements, Course Documents).
- From the Control Panel, select that Content Area.
- From listed items, locate the item you wish to remove (e.g., Syllabus file).
- Select the **Remove** button to the right of the listed item (right hand side of the screen). This will delete the entire item, description and all.
- Click **Submit**.

Posting new discussion threads

- Be sure to post new discussion threads in your forums. Although the forum descriptions are preserved during copying, all individual posts and threads are removed.

Updating the Online Grade Center

Items (column headings) are preserved during course copying. You may wish to update your Grade Center entries and settings so that students do not see them when they select “View My Grade” under the Tools Menu.

► To update columns, point to a column heading in the Grade Center view, then select **Modify Column** from the chevron located at the right. Check column name and description and double check:

- ✓ Display Options – Blackboard gives you the option of displaying student grades as a letter (A, B), Incomplete/Complete, score, percentage, etc. Under **Primary Display** and **Secondary Display**, there is a dropdown menu listing display options.
- ✓ Points Possible – Check point totals.
- ✓ Include the item in Grade Center calculations. Set **Include this column in Grade Center calculations** to ‘Yes’ if you wish to include it in Total or Weighted Total columns.

Updating Assignments created with the Assignments Tool

Due to their interactive nature, assignments created with the Assignments Tool will not copy over during course copying. You will need to re-upload the assignments in your new copied course.

Checking/Removing links to Blackboard Quizzes/Tests/Surveys

Check all test links in your content areas.

► To remove the link to the test (prevents students from accessing the test).

- Find the area in your course where you have deployed the test link (e.g., Course Documents).
- From the Control Panel, select that Content Area.
- Select the **Modify** button to the right of the test link (right hand side of the screen).
- Click on **Modify the Test options**.
- Scroll down to the section “Test Availability.”
- Select ‘no’ where it says “Make the link available.”
- Click **Submit**.

► To remove a deployed test (for cases where you might want to redeploy the test elsewhere).

- Find the area in your course where you have deployed the test link (e.g., Course Documents).
- From the Control Panel, select that Content Area.
- Select the **Remove** button to the right of the test link (right hand side of the screen). Blackboard will ask you if you are sure you want to remove this item.
- Select **OK**.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.

Phone: 768-4661

Email: fcld@hartford.edu

Website: <http://uhaweb.hartford.edu/fcld/>

Information Technology Services (ITS)

ITS Help Desk – Computing Center

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, printer not working, Banner, Facebook, and grades).

Phone: 768-5999

Email: its@hartford.edu

Website: <http://uhaweb.hartford.edu/its/>

Media Technology Services (MTS) – Harry Jack Gray Center 111A

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-way video classrooms, Smart Podiums, COWS, laptops, etc.) or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: 768-4643 (Main) or 768-4662 (Tech Line)

Website: www.hartford.edu/mts