

START-OF-SEMESTER BLACKBOARD CHECKLIST

As the semester begins there is some preparation which must be done to kick off the semester.

1. The first thing is making your Blackboard courses **available**.
 - a. Log in to Blackboard, and enter the desired course.
 - b. Click on the course you wish to make available. It will say (unavailable) next to it.
 - c. Click the course's Control Panel.
 - d. Open the link "Settings" (in the lower left).
 - e. Click the link, "Course Availability" and select Yes.
 - f. Submit the page.
 - g. If you have other courses to make available, return to step 2. Otherwise, you're done!
2. Your new course shells start out empty. Follow these directions to [Import](#) material in them from another class you have access to on Blackboard.
3. Another common task when setting up new courses is **ADDING** a student or another faculty member to your course. Follow these directions to ADD a person into your class on Blackboard.
 - a. Log in to Bb and enter the desired course
 - b. Click on the course you wish to add someone
 - c. Click the course's Control Panel
 - d. Click "Enroll User" near the top right
 - e. If you know their Blackboard username, click Username and enter the username
OR If you know their email address, click Email and enter their email address
[Failing that, if they have a unique last name, click Last Name and enter just their last name
 - f. **Note:** if the person is already enrolled in the course, Bb reports it can't find them
 - g. After entering the Username, Email or Last name and checking the appropriate radio circle, click "Search"
 - h. Check "ADD" to the left of the person you wish to add
 - i. Click "Submit"
 - Instructor or TA Access –**
 - j. Go back to the Control Panel and click "List/Modify Users"
 - k. Click the oval Search button
 - l. Click "Properties" next to the person's name and scroll down
 - m. Click "Teaching Assistant" or "Instructor"
 - n. Click "Submit"
4. Maintain the accuracy of your Blackboard class rolls by comparing them to the official Student Information System (PeopleSoft) roster. Follow these directions to **DISABLE** or **REMOVE** a person from your class on Blackboard.

To Disable:

- a. Open the course to which you need to DISABLE a student.
- b. Open the course Control Panel.
- c. Click on "List / Modify Users" near the top right, under User Management.
- d. Click "Search." All the students from your class will be listed.
- e. Click the "Properties" button at the far right of the person's name you would like to disable.
- f. Scroll down to #4 (Role and Availability) and choose NO from the drop down menu.

[You may choose to make the student's role "Guest." Clicking this option removes the student from the Gradebook, BUT DOES NOT remove them from the course. If they do return to class, grades are still available.]

- g. Click Submit.

Note: Disabling a person does not remove them from the Blackboard system or that specific course, but they DO NOT have access to the course and their name will not show up in the gradebook.

To Remove:

- a. Open the course to which you need to REMOVE a student.
- b. Open the course Control Panel.
- c. Click "Remove Users from List" near the top right, under User Management
- d. Click "Search" [All the students from your class will be listed]
- e. Check the Remove box to the left of the person's name.
- f. Scroll down and type Y-e-s (capital Y lower case e and s) in the textbox
- g. Click "Submit"