

# BLACKBOARD

## INSTRUCTORS' BEGINNING OF SEMESTER CHECKLIST

✓	Activity
	<ul style="list-style-type: none"> <li>• <b>Make course available.</b> <ul style="list-style-type: none"> <li>➤ Control Panel, Settings - Course Availability - "Yes" or "No".</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>List course in course catalog.</b> <ul style="list-style-type: none"> <li>➤ "Control Panel" → "Settings" → "Categorize course." Select field from drop-down box, then select "Add".</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Copy course content from old course into new course, if desired.           <ul style="list-style-type: none"> <li>➤ From the old course, go to Control Panel → Course Copy → Copy course into an existing course. Designate the destination (new) course, check the elements to copy, except enrollments, and Submit.</li> </ul> </li> </ul> <p>(Alternative method:  <b>Export</b> the old course from Blackboard, and save the export file to your local computer.            At the new course's Control Panel, select "<b>Import</b> package" and browse to the exported zip file to select it. Select elements to be imported from the old course.)</p>
	<ul style="list-style-type: none"> <li>• After the course content is copied (if desired), confirm that the course menu has the navigation buttons that you wish to use. You may re-name the buttons, or modify the list of buttons from the Control Panel.           <ul style="list-style-type: none"> <li>⇒ Control Panel → Manage Course Menu, Click "Modify," to change a name or availability of the buttons.</li> </ul> </li> </ul>

### Instructors' Support Site:

<http://www.meredith.edu/techserv/campuscomputing/blackboard/default.php>