

CHECKLIST: Setting up Blackboard

ONLINE TEACHING + LEARNING

ITEM	HELP	CHECK
I have access to Blackboard.	Humber Blackboard	
My course(s) is/are visible on the My Courses tab.	Your Program Coordinator	
I have considered if I should apply the Humber Template to structure my course, or copy/import from another course.	Humber Template	
I have applied the Humber Template to my course. OR I have copied/imported another course/section into my new course.	Applying the Humber Template	
I have modified the course menu so that it shows only the links that are required for my course.	Creating a Tool Link Content Creation (Organize Content)	
I have added a text, audio, or video welcome message to students in the Getting Started area of my course.	Blackboard Help (Getting Started)	
I have added the Course Outline to the Getting Started area of my course.	Blackboard Help (Getting Started)	
I have added the Critical path to the Getting Started area of my course.	Blackboard Help (Getting Started)	
I have added my bio and contact information to the Getting Started area of my course.	Blackboard Help (Getting Started)	
I have added course content to the Learning Materials content area of my course.	Content Creation (Organize Content)	
I have organized my Learning Materials so that students can easily find what they need.	Content Creation (Organize Content)	

ITEM	HELP	CHECK
I have added assignments to the Assignments content area so that students can submit their assignments on Blackboard.	Instructor Tests and Assignments	
I have set up Discussion Forums for students to introduce themselves and ask questions.	Instructor Content Creation	
I have created Discussion Forums for weekly class discussions.	Instructor Content Creation	
I have decided if I will communicate with my students using Course Messages or email, and have added or removed the feature on my course menu.	Instructor Getting Started (Help Documents)	
I have created sessions in Blackboard Collaborate Ultra to hold live sessions or virtual office hours with my students.	Instructors – Blackboard Collaborate Ultra	
I have set up any required Groups in Blackboard.	Create and Manage Groups	
I have prepared Blackboard Announcements to communicate with my students.	Create Announcements	
I have added My Grades to the course menu for students to find their grades.	Create a Tool Link	