

# ILLINOIS VALLEY COMMUNITY COLLEGE

## Center for Excellence in Teaching, Learning, and Assessment (CETLA)

### Start of Semester Best Practices for Blackboard Courses

Prior to the start of the semester faculty should check the Blackboard courses for the upcoming semester to confirm that their courses will be ready for students on the first day of the semester.

#### Blackboard Start of Semester Checklist

Faculty should check for the following potential issues:

- Check the dates of course availability (found under Properties in the Customize listing in the Control Panel)
- Decide if a parent course will be required to manage multiple sections and request parent course creation if required
- Verify that links to any publisher content are working and are to the correct edition
- Confirm that instructions for accessing publisher content and course materials are accurate and available to students.
- Confirm that any total or weighted grade columns in the grade center are configured to calculate grades correctly
- Confirm that the course syllabus has been updated for the upcoming semester and is available
- If content is to be copied from a previous semester Blackboard course shell, use one of the following methods.
  - A. Request a course copy from CETLA or Bob Hunter. This option works well for courses that will need only minor editing.
  - B. Create an Export Package from the previous course, that includes the content and settings that are to be copied. Import the package into the new Blackboard once it is available. [Blackboard Export /Import Tutorial](#)
  - C. Copy individual content items and folders as needed. This option works well for courses where only a small quantity of content must be copied. [Blackboard Content Copy/ Export Package Tutorial](#)

#### CETLA

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CETLA is a comprehensive one-stop support shop for all IVCC faculty. CETLA is located in room 321 in the E building. The space offers all faculty access to a copier, printer, computers, and the CETLA staff who can assist with any instructional need. CETLA is staffed Monday through Friday and faculty are welcome to access CETLA if staff are not present; use your IVCC ID to unlock the door.

