

# UNIVERSITY OF HARTFORD

## FACULTY CENTER FOR LEARNING DEVELOPMENT

### 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 list of courses 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 to 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 Check for old, outdated announcements, quizzes, and other old course materials that you may not want visible for the new term.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 to Students***

- Go to the Control Panel for your course.
- Select **Customization**, then **Properties**.
- Scroll down to **Set Availability**.
- Select ‘yes’ if you want your students to be able to access materials and ‘no’ if you do not.
- Click **Submit**.

## ***Updating Announcements***

- On the Announcements page of your Blackboard course, click on the down-facing arrow next to the name of an announcement.
- Select **Delete** to remove the entire announcement or **Edit** to update the announcement.
- Be sure to double-check the dates under Options - you may need to update them.
- Click **Submit**.
- Use the arrows on the left side of the messages to rearrange the message order if you like. Click and drag on a message to move it. If you would like to create a permanent message that always stays on top, drag the message above the gray bar.

## ***Updating Course Materials in your Blackboard Course***

Copied courses copy everything except students and student-related data such as grades, submitted assignments, Discussion Board posts, Journals, etc. Instructors should check all content areas and hide or remove any course materials that should not be visible to students. The steps for hiding, updating or removing old files are below.

### ***Hiding old files or assignments***

- Find the content area where the file or item is located (e.g., Course Documents, Assignments).
- Locate the item you wish to hide (e.g., Syllabus file).
- Click on the down-facing arrow next to the item name and select **Edit**.
- Scroll down to Options. Where it says, "Permit Users to View this Content," 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. The instructor can still see it and modify it.
- Click **Submit**.

### ***Updating/Modifying uploaded files with Course Files***

- Under the Control Panel, click on **Files**, then click on the Course ID of your course.
- This opens up a list of all the files in your course.
- Locate the item you want to edit (e.g., Syllabus file saved as a Word document), click on the name of the file, then download and save it to your computer.
- Open the downloaded file and make changes, then save the file again on your own computer.
- Return to **Files** and click on the down-facing arrow next to the name of the file you have just modified.
- Select **Overwrite File**.
- On the next screen click **Browse** to find the file you just modified. Click **Submit**.
- The file will now be updated in all content areas of the course where it is linked.

## ***Removing files 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 listed items, locate the item you wish to remove (e.g., Syllabus file).
- Click on the chevron next to the item name and select **Delete**.
- Click **Submit**.
- Under the Control Panel, go to **Files**, then click on the Course ID of your course.
- Click on the checkbox next to the file name, and click **Delete**.

## ***Posting new discussion threads***

Be sure to post new discussion threads in your forums, if needed. Although the forum descriptions are preserved during copying, all student 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.
- ✓ **Category** – Assign a category to the item (tests, participation, etc.). If you choose to weight grades, Blackboard will use these categories to assign weights.
- ✓ **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 may not copy over during course copying. You will need to re-upload the assignments in your new copied course.

## ***Creating new Blogs, Wikis and Journals***

If you have copied your course, any student Blogs, Wikis or Journals will need to be re-created.

## ***Checking/Removing links to Blackboard Quizzes/Tests***

Check all test links in your content areas.

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

- Enter the area in your course where you have deployed the test link (e.g., Course Documents).
- Click on the arrow next to the name of the test.
- Select **Edit 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):

- Enter the area in your course where you have deployed the test link (e.g., Course Documents).
- Click on the arrow next to the name of the test and select **Delete**. 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 and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

**Phone:** (860) 768-4661      **Email:** [fclid@hartford.edu](mailto:fclid@hartford.edu)

**Website:** <http://www.hartford.edu/fclid>

### **Student Blackboard Support**

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

**Phone:** (860) 768-4636      **Email:** [bbsupport@hartford.edu](mailto:bbsupport@hartford.edu)

**FAQ/Submit a Ticket:** <http://www.hartford.edu/studentbbsupport>

### **Office of Technology Services (OTS) Help Desk**

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

**Phone:** (860) 768-4357 (on campus) or (844) 292-3213 (off campus)

**Email:** [ots@hartford.edu](mailto:ots@hartford.edu)      **Website:** <http://hartford.edu/ots>

### **Media Technology Services (MTS)**

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, 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:** (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)

**Website:** <http://www.hartford.edu/mts>