

Blackboard Course Maintenance Checklist for Online Faculty

6-8 weeks prior to start of semester

EReserves

- Review current EReserves and determine if you will be using the same EReserves as the previous semester, or if the EReserves will need to be updated.
 - If you will be using the EXACT same EReserves as the previous semester, send an email to reserves@jhu.edu. In your email, include your name, course number, and your request, indicating that you would like the same EReserves set up for the upcoming semester as for the previous semester.
 - If you have CHANGES to your EReserves from the previous semester, send an email to reserves@jhu.edu. In your email, include your name, course number, and a detailed description of the changes that need to be made. Be sure to include the bibliography of any new source(s) you plan to include, as well as under which module the source(s) should be listed.

2-4 weeks prior to start of semester

Announcements

- Delete any announcements from previous semester (if applicable).
- Create new “Welcome” announcement.

Getting Started

- Review content in “Getting Started” section and update any information that has changed since previous semester.
- If links or videos are included, check to make sure they are working. Remove/replace broken links to URLs and videos.

Syllabus & Course Information

- Review current Syllabus and update as needed with changes for new semester.
- Review current Course Outline and update with new semester dates.
- Review Instructor Biography and update if desired.
- If links are included, check to make sure they are working. Remove/replace broken links to URLs and videos.

Course Modules

****PLEASE NOTE:** You can use Blackboard’s Date Management tool to quickly adjust all content and tool dates for your course. A brief video tutorial on this tool is available at <http://youtu.be/p6iEAqz0rUI> **



- Review each course module for the following:
 - Ensure each module has been set to adaptively release by date.
 - *Module at a Glance Section*:
 - Is complete and accurately reflects how the module should be completed.
 - *Readings*:
 - Instructions and link to access EReserves are provided.
 - Other documents are attached, and links are working.
 - *Lectures/Videos Folder*:
 - All videos/lectures are present, and links are working.
 - All PDF slides are attached, and the links are working.
 - *Discussions*:
 - Links to the discussion forums are working.
 - Due dates and points possible have been set/updated for all Discussion assignments.
 - *Assignments*:
 - All documents are attached, and links are working.
 - Due dates and points possible have been set/updated for all assignments.
 - *Quizzes/Tests*
 - Link to all quizzes/tests are working.
 - Due dates and points possible have been set/updated.
 - *Other Content/Tools (Voicethread, Wikis, Blogs, Flipgrid, etc.)*
 - Ensure the content/tool is updated (if necessary) and working as expected.
 - Any related documents are attached and updated, as needed, and links are working.
 - Due dates and points possible have been set/updated, if applicable.
 - No spelling or grammar errors exist.
 - Formatting is consistent from module to module.

Discussions

- Delete any student posts that remain from the previous semester in each forum (if applicable).
- Set adaptive release dates for each discussion forum.
- If links or videos are included in any discussion forum, check to make sure they are working. Remove/replace broken links to URLs and videos.

Blackboard Calendar

- Verify that the due dates for all of your quizzes, assignments, and discussions appear in the Blackboard Calendar (setting the due dates for these items in each module will automatically populate the calendar).

Office Hours

- Ensure the link for Zoom Office Hours has been created.
- The “Office Hours” link in the course site’s left-hand navigation is updated to link to your Zoom room.
- The “Office Hours” link is working correctly.

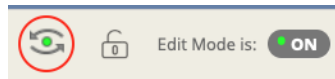


Grade Center

- Ensure that the grade center is set up properly and that a column displays for every graded assignment in the course.
- If your course uses weighted grading (i.e., different percentages are assigned to different categories of assignments), ensure that an appropriate weighted column is set up in the grade center. For assistance, please email ep-help-desk@jhu.edu.

Student Preview (Recommended)

Once you have reviewed your course, click the “Student Preview” button to see how your course appears from a student’s perspective. This will help ensure that your students will “see” the course the way you want them to see it and help identify any last items that may need to be edited or updated.



1 week prior to start of semester

- If you are teaching multiple sections of a course and would like these merged into a single section, please email ep-help-desk@jhu.edu and indicate which course number and course sections you would like to have merged.
- Send a Welcome Email to your students welcoming them to the course.
- Make your course available to students.

PLEASE NOTE: All online courses will be made available to students by 12:00AM on the FIRST day of the semester if the instructor has not already made them available.