

This checklist is provided to help you create and manage your Blackboard course(s).

BEFORE THE QUARTER

Step 1: Check that your computer meets Blackboard's system requirements

Your computer must have a Blackboard certified operating system, a Blackboard certified web browser, and must be configured properly.

Try it: [Browser check page](#)

Step 2: Create your Blackboard course shell

You will access two separate web sites to set up your Blackboard course. The first is the Self-Service application which is used to create the course shell. The second is the Blackboard login page which is where you will go to develop the content of your course. You can use the Self-Service application to create a single section course or combine two course sections into one Blackboard course. You can also create a temporary course that will be accessible **only by you** and will **not** be loaded with students. A Temporary Course is intended for early course development, when the real course is not yet listed in SIS for the academic quarter in which the course will be taught. If you do not see your course listed as an available course, you have not been designated as the Instructor of Record for the course. Contact your departmental admin. Changes scheduled in the Self-Service application aren't executed until 5:00 AM the following business day.

See also: [Use the Self-Service page](#)

Try it: [Self-Service page](#)

Step 3: Add staff (e.g. teaching assistants) to your course (optional)

Another common task when setting up new courses is adding another faculty member to your course as an instructor. You may need the instructor's **OAK login ID**. Additional staff you may add to your course may include Teaching Assistants, Graders, Course Builders, Co-Instructors. You will need the staff person's **OAK login ID**. If they have an **OAK login ID**, you can add them to your course using the Self-Service application. If you are team teaching a course, decide within the team who will create the Blackboard course and who will do other activities in Blackboard. The person who creates the course will be responsible to add, and then change the role(s) of, the other co-instructor(s), setting each person's role in accordance with his or her ability to correctly and safely use Blackboard.

See also: [Assign user roles](#)

Try it: [Self-Service page](#)

Step 4: Log into Blackboard

Check that you can [access your newly created course](#) shell via Blackboard.

Step 5: Add content to your course

Your new course shell starts out empty. You may build your course from scratch or import course content from a previous quarter or from a temporary course you have already developed. To copy content from a previous quarter you will first need to re-activate a Blackboard course from a previous quarter using Self-Service.

See also: [Copy one of your old courses into a new one](#)

See also: [Upload a file](#)

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AT THE BEGINNING OF THE QUARTER

Step 1: Help students access your course

The most frequent help request we get from students at the beginning of each quarter is that they can't log into their course. Not all students know how to use Blackboard so instructors should refer them to the student handout and support pages. The following students may have trouble accessing your Blackboard course:

- **Students accessing a newly activated Blackboard course:** Students must wait 24 hours after an instructor creates a Blackboard course via Self-Service before they will be added to the course roster within Blackboard.
- **Students who have recently registered:** Students must wait 48 hours after registering to be added to a Blackboard course.
- **Students on a waiting list:** Students on the waiting list for a course do not initially have access to the Blackboard course site. If you have important materials they need to see before they become automatically enrolled in the Blackboard course, you may want to manually enroll these students.
- **Students who try to access a course before the quarter begins:** Students cannot access the course site until 10 days before Quarter begins. If an instructor wants students to begin working before the quarter begins he/she must communicate assignments to students via email.
- **Students who have not reset their Oak password:** When a new student is assigned an **OAK login ID**, he/she is given a default password. The student must go online and change the **OAK login ID** before accessing a course on Blackboard.

Students will not see your course link in their portal until you create your course via the Blackboard Self-Service page. Once the instructor has made a course available, the student will have access to that course (via the portal) ten days before the start of each quarter until the first day of the following quarter. If you do not want students to be able to view your course until the first day of class you can turn off availability within Blackboard. If you turn off availability be sure to turn it back on so students can access your course site.

See also: [Troubleshoot login problems](#)

Step 2: Help students use Blackboard

Students may have questions about how to log in to Blackboard, customize content and layout, and where to find the syllabus or announcements. The following document provides step-by-step instructions for students and covers each of these topics and more:

See also: [Blackboard Student Reference Guide](#)

Blackboard ✓ Faculty Checklist

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DURING THE QUARTER

Step 1: Backup your gradebook

You should backup your gradebook at regular intervals during the term. Blackboard allows you to export your gradebook to an Excel spreadsheet. This file can then be opened in Microsoft Excel, or another spreadsheet program. This is helpful because in Excel you can do grade calculations that you cannot do in Blackboard. It is strongly recommended that you back up your gradebook any time you make significant changes. Export your gradebook as a regularly scheduled backup several times during the term.

See also: [Export your gradebook](#)

Step 2: Archive your course (optional)

It is strongly recommended that you back up your course any time you make significant changes. If you should ever need your course restored to the Blackboard server, it's much easier and faster to do so using your archived copy rather than our copy of the entire Blackboard database.

See also: [Archive your course](#)

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AT THE END OF THE QUARTER

Blackboard courses remain available to instructors two weeks after the following quarter starts. At that time all student-generated content and information—including grades—will become unavailable.

Step 1: Export the gradebook

Even if you archive your course do not count on it to be useful in the event of a grade dispute at a later time. If you used the gradebook it is vital that you export it so that you have a copy of your gradebook for future reference. See step 2 above.

See also: [Export your gradebook](#)

Step 2: Export your course

If you wish to download certain areas of your course website, you would use the course export option. Exporting a course creates a package of the course content that can be downloaded to the instructor's computer and which can later be imported into another course and used to teach another course with the same content. Unlike the archive feature, exporting a course does not include any user interactions—it only includes the content of the course.

See also: [Export your course](#)

Step 3: Archive your course

A full course archive makes a complete and permanent record of the course, including course content and user interactions like discussion board posts and uploaded files. The archive file created by Blackboard can be downloaded and saved by the instructor. Later, it can be used to create an exact replica of a course, but only if/when it is loaded onto a Blackboard server by an administrator.

See also: [Archive your course](#)

If you need technical assistance with any of the steps:

1. Use the How-to guides and Frequently Asked Questions provided on the [Blackboard Support](#) page.
2. Contact the Support Center at 593-1222.
3. If you have any special requests/concerns or if you would like a consultation to discuss the design of your course, please contact Joy Bi at bj@ohio.edu or (740) 597-2704.
4. If you would like to register for a small group, hands-on workshop, view a list of current offerings at <http://www.ohio.edu/technology/training/blackboard.cfm>.