Blackboard Course Shell Semester Start Preparation Checklist

To assist you in course preparation prior to the start of the semester, please review the checklist below.

Course Preparation Checklist Items	Completed
1. Request your Blackboard Course Shell using the Blackboard Course Shell Request Form at http://atlanticcape.edu/itd a minimum of two weeks prior to the start of the semester.	
2. Check to make sure that the correct course was copied and is listed in Blackboard.	
3. Make sure that an updated version of your course syllabus and course schedule is uploaded and available in your course.	
4. Adjust all assignment, discussion, and test dates in your course to match the dates on your course schedule. You can change all Blackboard graded tool dates in one place using the Date Management tool.	
5. Add a welcome announcement to your course. This announcement may include the following: • A welcome message and short introduction of who you are and how you wish to be contacted. • Directions on how students should proceed in the course. • Information regarding the first due dates for the course.	
6. Course content integrity check by reviewing the following: • Web links • Presentations • Documents • Videos • Discussion Forums • Assignments • Quizzes/Tests • Publisher content	
7. Make sure all uploaded content is accessible. Content posted in Blackboard must be accessible to all students and adhere to WCAG 2.0 Level AA standards. The college administration will be monitoring Blackboard course shells for accessibility. The Center for Accessibility (CFA) has created an online Accessibility Services Request Form to help faculty comply with accessible formats for multimedia resources, PDF files, HTML web pages, and other course content. Upload your file(s) directly through this form and the CFA will provide an accessible solution, which can then be added to your Blackboard course.	
8. Set-up and review the Grade Center. Be sure to use unique names when using Blackboard graded tools to avoid duplication of column names in the Grade Center.	
9. Use the student preview tool to ensure that course materials, assignments, discussions and tests are viewable to students.	

If you have questions regarding the steps in this checklist, please contact your Instructional Technologist.