Setting up your course in Blackboard

Before Semester Begins:

- Before the beginning of each term (at last a month prior), the Admin creates a copy of last year’s course. Faculty/Staff update the course with current content and get it ready for teaching.
- If you need your course copied/created, please send an email to ed-tech@bcm.edu, and list your course & faculty to be enrolled. See Also: Batch Enrollment
- Be proactive and not reactive, start looking at your course early.
- Encourage your students to download the Student Mobile App and upload their picture to the User Profile.
- Schedule a session with William McKinney, the System Admin, for instruction design ideas/questions or training.
- Know who your Admin is:

GSBS - Chris Foster  If not available, then contact System Admin.
SHP – Yvonne Baier
SOM – Contact your course coordinator. If not available, then contact System Admin.
GME - System Admin

- Get familiar with the BCM Blackboard Guidelines

Set up a New Blackboard Course:

- Post Syllabus/COD
- Add Faculty Contact
- Add Content
  - Upload all course content before you make the course available.
- Get familiar with Bb Ally and how it can improve your course content.
- Assessments: Assignments and Tests
- Publishers Content – follow instructions from Publisher & copyright rules
- Create Groups and assign them to Adaptive Release and/or track them through Smart Views
- Grade Center & Rubrics & Detecting Cheating
- Contact the school Blackboard Admin for enrollment in your course.
- Download the Bb Instructor App on your phone or tablet to monitor the course.
- If you would like your students batch enrolled, use this link.
- Make your Course Available for students to see/enroll
- Click on Student Preview to make sure your settings are correct.
Working from a course copy from last year:

- **NOTE!** Change all due dates before making the course available. Otherwise students get a past due notification for every due date.

**AFTER THE COPY:**

- Check your Announcements. Make sure that the “Email this Announcement” box is UNCLICKED. Otherwise, users receive an announcement email once you click Submit.
- Update your Syllabus/COD
- Get familiar with the [Content Collection](#) and **how it affects your course**.
- Update all course material before making the course available. Students get notifications for uploaded content once the course is available.
- Check your Faculty Contact to make sure your email address is @bcm.edu
- Change the Dates using [Date Management](#). Or change them manually.
- Synchronize the Safe Assignments and Tidy up the Discussion Boards
- If you are using Groups, update if necessary and repopulate the groups with new students. If your groups change, be sure to make necessary changes to [Adaptive Release](#).
- Contact the school Blackboard Admin for enrollment in your course.
- **Make your Course Available for students to see/enroll**
- Click on [Student Preview](#) to make sure your settings are correct. Click on My Grades to make sure the dates for your Assessments have been updated correctly.

**End of Semester Tasks:**

- **Report Grades to Office Admin or Registrar’s Office**
- If you have made Blackboard Collaborate recordings that you will need to access in the future, create [Links to Recordings](#).
- **Make your course Unavailable**. Unless you want students to have access to course content after the course is finished, then leave it available.
- **Clean up your list of courses**

**Blackboard Links and Tools:**

- Faculty Blackboard Learn FAQ on the Institution page.
- [Blackboard Help for Instructors](https://www.bcm.edu/)
- [Blackboard Collaborate ULTRA](https://www.bcm.edu/) (Web Conferencing)