

# **Course Readiness Checklist for Faculty**

The tables below correlate with the navigation in your Blackboard courses. Criteria and instructions are provided to guide the review of your newly converted courses. Each criterion should be reviewed. The instructions column provides each step you need to take to address the criteria.

**Keep in Mind…**

**Tegrity** will be available in April 2018. At that time, we will notify you when the recordings are available and provide instructions on how to add Tegrity to your courses.

**Checklists** in Moodle did not convert and need to be re-created. One option is to create a To-Do List using a Content Item.

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| Welcome! Start Here! | | |
| This section is equivalent to the Welcome section in Moodle. It contains the syllabus, Important Student Information and the enrollment verification. | | |
| Criteria | **Done** | **Instructions** |
| The title of the course is accurate and complete.  (Do you want to add the delivery mode to the title?) |  | Course Management > Customization > Properties |
| The syllabus is readily available.  Does the filename include the word, “syllabus”? |  | We recommend the syllabus is on the Welcome! Start Here! Page underneath the course header. |
| The course schedule is easy to find. |  | We recommend the Course Schedule is on the Welcome! Start Here! Page underneath the syllabus. |
| The enrollment verification activity still relevant and available.  For example, the syllabus quiz was updated. |  | Often found in the Welcome! Start Here! Page or in the Discussions page |
| Instructions on how to get started in the course have been updated or clarified, if needed. |  | View Welcome! Start Here! Page |
| All references to Moodle have been changed to mention Blackboard. |  | References to Moodle are often found in the Welcome! Start Here! page |
| All references to Bb IM are deleted (we no longer use this tool). |  | Usually found in the Welcome! Start Here! page |
| The Student Resources learning module remains in the Welcome! Start Here! page. |  | Found in the Welcome! Start Here! page |

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| Calendar | | |
| The calendar displays due dates and other important dates for *all* courses. | | |
| Criteria | **Done** | **Instructions** |
| Do you wish to keep the Calendar tool in the Course Menu? |  | If **yes**, Course Menu or Global Navigation Menu > Calendar  Choose the calendars you wish to display  If **not**, delete using the contextual menu > delete |

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| Course Dashboard | | |
| Course Dashboard displays information relevant to this course, such as the Calendar. This is called the Home Page by default and is referred to as such in Blackboard tutorials. We have renamed this page Course Dashboard. | | |
| Criteria | **Done** | **Instructions** |
| Do you wish to utilize the Course Dashboard as an organizational tool for your students? |  | If **yes**, read the tutorial in Blackboard.com/Learn > Instructor > search Course Module > Choose Add Course Module pages.  If **not**, delete using the contextual menu > delete |

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| Course Content (Weeks, Units, Chapters, Topics, etc.) | | |
| The majority of course materials are housed in this section, including assignments and assessments. | | |
| Criteria | **Done** | **Instructions** |
| Weekly semester dates are updated (i.e. Week 1 May 21-25). |  | Often found in course menu item titled either Chapters, Weeks or Topics |
| All due dates in assignments, discussion boards, test, etc. are current. |  | Contextual Menus > Edit Settings > Due Dates |
| The availability of all content is set as needed. |  | Contextual Menus > Edit Settings > Availability |
| All point values for assignments are current. |  | Contextual Menus > Edit Settings > Grading |
| All course links or hyperlinks in the course are working. |  | Check the viability of each course link and hyperlink. |

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| Tests |  |  |
| Criteria | **Done** | **Instructions** |
| Tests are worth the correct number of points. |  | Contextual Menu > Edit the Test |
| The availability of each test is set correctly. |  | Contextual Menu > Edit Test Options |
| Tests are set to offer the correct number of attempts. |  | Contextual Menu > Edit Test Options |
| Tests are set to the correct time limit (if any). |  | Contextual Menu > Edit Test Options |
| Images in tests are visible. |  | Contextual Menu > Edit the Test |
| For matching questions, partial credit values are correct. |  | Contextual Menu > Edit the Test |
| For randomized questions, all question banks are complete. |  | Contextual Menu > Edit the Test |
| If you use Respondus Lockdown Browser, all settings are correct. |  | Course Management > Course Tools > Respondus Lockdown Browser > Contextual Menu > Modify Settings |

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| Discussions | | |
| This section displays all discussion forums and their descriptions. |  |  |
| Criteria | **Done** | **Instructions** |
| Discussion forum settings are correct for the type of conversation desired. |  | Discussions > Contextual Menu > Edit > Forum Settings |
| Discussion forums are worth the correct number of points. |  | Discussions > Contextual Menu > Edit > scroll down to Forum Settings |

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| Course Structure | | |
| This section is a place to describe the expectations, protocols and learning experiences in your course. | | |
| Criteria | **Done** | **Instructions** |
| The Course Structure section is complete. |  | The information for this section comes from the syllabus sections called Expectations and Protocols, Learning Experiences and Instructional Strategies, etc. |

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| Tools | | |
| This section contains all the Tools available to students. You can pick and choose which tools you would like to make available. | | |
| Criteria | **Done** | **Instructions** |
| Tools that are essential to the course are available to students. |  | Tools > the Hide Link button indicates that a tool is available to students. |

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| Your Instructor | | |
| This section is where you will enter information about yourself. This is the perfect place to begin building your virtual presence in the LMS. You can copy this from course to course. | | |
| Criteria | **Done** | **Instructions** |
| Your contact information is listed correctly. |  | Contextual Menu > Edit |
| If desired, your photo is uploaded. |  | Contextual Menu > Edit > Insert Image > include image description and title |

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| My Grades |
| This link provides a student view of the Grade Center for faculty. Grades cannot be edited from here. |

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| Student Resources | | |
| The Student Resources section was built based upon the Resources block in Moodle. Please feel free to add information here, but do not remove information. Thank you. | | |
| Criteria | **Done** | **Instructions** |
| The Student Resources Learning Module is readily available to students in this course. |  | This can be viewed via the Student Resources link on the Course Menu. |

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| Help |
| This link goes to Bb Help for Students |

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| Course Management > Control Panel | | |
| This section is not visible to students. | | |
| Criteria | **Done** | **Instructions** |
| Content  All resources needed for the course are in the Content Collection  The Content Collection is organized in a way that makes sense. |  | Course Management > Control Panel > Content > Course Name. |
| Course Tools  I have access to any third-party tools used in my course. |  | Course Management panel > Course Tools > Click publisher’s tool > See Faculty Manual for further instruction. |
| Grade Center  Please bring questions to the Grade Center training session. |  | Course Management > Control Panel > Grade Center |
| Customization |  |  |
| Course Name  The name of the course makes it easy for me to identify in my list of courses. |  | Course Management > Control Panel > Customization > Properties > Name and Description |
| Course Availability  The course will be set as available to students when I am ready or by the first day of classes.  Note: When a course is created via Connect ND, the default is set to not available. |  | Course Management > Control Panel > Customization > Properties > Set Availability |
| Course Landing Page / Entry Point  The course landing page is set as I would like. |  | Course Management > Customization > Teaching Style > Select Course Entry Point |
| Tool Availability  All tools needed in the course have been made available. |  | Course Management > Customization > Teaching Style > Tool Availability |

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| Course Design | |
| This section lists a few things to consider as you review your course. Feel free to contact your instructional designer for feedback and other support. | |
| Criteria | Done |
| The visual design of the course is logical, consistent and efficient with important information placed at the top of the course. |  |
| Navigation of the course is logical and user friendly |  |
| The Course Menu contains the sections that make sense for the organization of your course. |  |
| Should I use adaptive release for any part of my course? |  |
| Rubrics that were associated with assignments in Moodle did not come over to Bb and must all be entered from scratch. This will be covered in the Grade Center training. |  |

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| Other Resources |
| Adaptive Release  <https://help.blackboard.com/Learn/Administrator/Hosting/Tools_Management/Adaptive_Release>  <https://help.blackboard.com/Learn/Instructor/Course_Content/Release_Content> |
| Discussion Forums <https://help.blackboard.com/Learn/Instructor/Interact/Discussions/About_Discussions_Forums_Threads> |