

BLACKBOARD 9.1 QUICKSOURCE GUIDE COURSE CREATION CHECKLIST

Blackboard Short Reference Guide

FACULTY
EDITION

BLACKBOARD CHECKLIST

Course Availability:

Your students will not be able to see your course until it is made available.

Click on the dropdown **Control Panel, select **Properties** from the **Customization Menu** and set the availability.*

Content Areas

Upload your syllabus and course documents into Content areas.

Click into the navigation menu to place documents in those locations by utilizing the **Build Content Items menu*

Discussion Board

Set up Forums within the Discussion Board navigation Menu

Click into **Discussions and add a Forum by clicking **Add Forum**.*

Course Design:

Create a navigation menu with only the pages your students will need to view. Make sure **Edit Mode** is on Edit Mode is: ON and click on any of the menu items' drop down menu.

**You can rename, hide and delete as well as drag and drop into any order.*

Course Management

- ▶ Control Panel
- ▶ Files
- ▶ Course Tools
- ▶ Evaluation
- ▶ Grade Center
- ▶ Users and Groups
- ▶ Customization
 - Enrollment Options
 - Guest and Observer Access
 - Properties
 - Quick Setup Guide
 - Teaching Style
 - Tool Availability

