Blackboard New Semester Checklist for GVSU Faculty

✔ Logging into Blackboard at http://mybb.gvsu.edu

A shortcut to Blackboard is also on the GVSU homepage at http://www.gvsu.edu. You will be prompted to enter your GVSU username/password to access Blackboard. Please note: If the courses you have been assigned to teach are not showing up in your list of courses, please contact your departmental office coordinator to make sure that you are listed as the instructor of record in Banner.

✔ Setting Availability for your Course (turning “on” your course for your students)

All Blackboard courses are unavailable to your students while you build and organize content. Once you are ready to make your course visible, go to the specific course → select Control Panel → select Customization → select Properties. Under “Set Availability”, choose “Yes” and click Submit. Repeat these steps for each course that needs to be made visible to your students. Please note: The student roster for your class is updated twice daily from Banner to reflect accurate enrollments. Instructors do not need to worry about making changes to their class list because this is an automated process that occurs between Banner and Blackboard.

✔ Copying Course Content/Material from Previous Semesters

The copy course function enables instructors to copy content from other courses. Instructors can select areas, such as content areas, the Grade Center, the Discussion Board, Assignments...etc., to copy from one course to another. Please note: You must be listed as an instructor in both courses in order to copy content.

1. Go to the Control Panel of the course that has the content you wish to copy (such as a course from a previous semester) and → select Packages and Utilities and then → select Course Copy.
2. Leave the copy type set to Copy course Materials into an Existing Course.
3. Click on the browse button.
4. Select the course you wish to copy content into by selecting the appropriate radio button from the list provided, or you can search by instructor name with your Blackboard username.
5. Once you have selected the course and placed a check in the appropriate radio button, click → submit in the lower right corner of the screen.
6. Check the areas you wish to copy (Course Information, Course Documents, Assignments, External Links, Contacts, Discussion Board, Grade Center Columns and Settings.., etc) and click → submit.

Please note: Never check enrollments. Banner will provide you with your enrollments for your Blackboard course.

✔ Additional Training and Support Materials for Instructors

Throughout the year, Instructional Technology and IDeL (Instructional Design for eLearning) provide several hands-on workshops. To register for a workshop, go to the following address http://www.gvsu.edu/sprout and log into the Seminar system using your GVSU username/password. Additional help materials and tutorials can be found at: http://www.gvsu.edu/elearn/help/ → select Faculty Help Documents.
Customizing your Blackboard Site
Instructors can change the color of their course menu, as well as add a course banner. To make these changes, go to the Control Panel area, → select Customization and → select Teaching Style.

Check your due dates
You can check the due dates you have on student work. To view the set due dates, go to the Control Panel area, → select Course Tools and → select Date Management. To view and/or change the dates → select List All Dates For Review select → Start → Next

Check all web links (external urls) and video links are accurate.
Remove or replace any broken links. Consider adding a variety of university resources including links to the GVSU writing center, the GVSU statistics center, the GVSU counseling center, GVSU disability support resources and the GVSU bookstore.

Setting up your Grade Center
More information on how to use the Grade Center, including the various tools that you can use to provide personal feedback can be found at: http://www.gvsu.edu/elearn/help/ → Faculty Help Documents. If you have copied over your Grade Center from a previous semester, you’ll want to confirm online gradebook settings are accurate for total assessment.

Emailing your Students using Blackboard
Instructors can send email to individual users, to groups of users, or all users in a course. Select Email → select all users or selected individual users. Instructors can also send email to individual students, or selected students via the Grade Center. Please note: It’s always a good idea to post a welcome Announcement, or email your students once you have made your Blackboard site available. You can even encourage them to review the syllabus/ schedule and required textbooks prior to your first class meeting.

Assisting your Students with Blackboard
Each Blackboard course has a “Help” menu item. Clicking on this menu item leads the user to the eLearning website which provides handouts and video clips on using Blackboard and Collaborate products. Blackboard questions can also be directed to bbadmin@gvsu.edu or by calling (616)331-2101. It’s always a good idea to take a few minutes at the start of the semester and demonstrate to your students how you are expecting them to use your Blackboard site.