

BLACKBOARD BEGIN OF SEMESTER



Blackboard Beginning of Semester Tasks

If you have imported Blackboard Course information into a new course you want to ensure that you review the material imported and update (clean up) the course prior to making content available for students.

If this new Blackboard course you want to make sure that required tasks/information is available for your students

Announcements

Review Announcements: **Delete** or **revise** Announcements dates and text as needed prior to delivering the course to students. <https://ltu.edu/ehelp/announcements.asp>

Faculty Information

Add contact information for your students. This can be your name; email; phone; bio; and picture.

https://ltu.edu/ehelp/create_contact.asp

Assignments

Set up new assignment(s) or review imported assignments and edit as needed.

<https://ltu.edu/ehelp/assignment.asp>

SafeAssignments

If you have imported SafeAssignments projects into a new course; ensure that you **synchronize** Safe Assignments imported. Create/add a new Safe Assignment project.

https://ltu.edu/ehelp/safe_assignments.asp

Syllabus

Delete past semester syllabi that do not support the current semester and/or add the current semester syllabus to the course. Edit dates/ information that may refer to previous course timeline.

https://ltu.edu/ehelp/adding_syllabus.asp

Discussion Board

If you did not start an initial forum thread, you may find that your imported Discussion Board contains threads from previous students. Review Discussion Board posts to make sure that your Forum is included and delete any prior student's responses. https://ltu.edu/ehelp/discussion_boards.asp



Quick Help Guide



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Grade Center

Review your Grade Center columns and delete any duplicate Grade Center columns. **NOTE:** Hiding a column does not “hide” it from student view. https://ltu.edu/ehelp/grade_center_overview.asp

Need help? See more “FAQs” on our ltu.edu/ehelp website or contact elarning@ltu.edu