

Course Set Up Instructions

There is a time investment to prepare a course for the semester to begin. This will pay off when the semester starts and you are not worrying about opening lessons, creating last minute announcements and answering questions of student who cannot find due dates.

Directions:

- 1. Look at your class schedule in myStarkState to determine if your classes are 8 or 16 weeks**
 - a. If 8 weeks make sure to see if they are the first or second 8 weeks

- 2. Copy the correct master course to your shell**
 - a. Locate the Master Course in Blackboard
 - b. Click on Packages and Utilities
 - c. Click on Copy Course
 - d. Click on Browse
 - i. A box will pop up with all your courses
 - ii. Locate the course shell you want to copy to
 - iii. Click on the circle beside its name to select it
 - iv. Click on Submit
 - e. Click on Select All
 - f. Click on Submit

- 3. Wait till you receive the email conformation that the course has been copied and then go to the course that you are teaching**

- 4. Download the template of the class syllabus**
 - a. Add your information to the syllabus
 - b. Update the Course Outline/Calendar with the dates for the Start Dates and Due Dates
 - c. Keep it handy as we will use it to set the course dates

- 5. Update the Start Here page**
 - a. Update the Instructor Welcome with your information
 - b. Replace the Class Syllabus with the syllabus you created in step 4
 - c. Update Course Expectations and Class Policies Overview

- 6. Go to the Lessons page and set the open date for each weekly folder**
 - a. Click on the chevron beside the folder name
 - b. Click on Edit
 - c. Set the Display After date and time
 - d. Click on Submit

7. Set the due dates on assignments

If it's a quiz or assignment box

- a. Click on the chevron beside the title of the item
- b. Click on Change Due Date
- c. Add the Due Date
- d. Click on Submit

If it's a discussion

- a. Click on Course Tools
- b. Click on Discussion Board
- c. Click on the blue link with your course name
- d. Locate the correct discussion forum
- e. Click on the chevron by its name
- f. Click on Change Due Date
- g. Add the Due Date
- e. Click on Submit

8. Create/update Announcements

- a. Review and existing announcements
- b. Change the dates of the announcements if you are going to use them
- c. Create any new announcements that are needed and set the open and close dates

9. Go to the Full Grade Center

- a. Locate the Weighted Column
- b. Click on the chevron by its name
- c. Click on Delete Column

10. Set the course as available

- a. Click on Customization
- b. Click on Properties
- c. Set Availability to Use Term Availability
- d. Set Course Duration to Use Term Duration