New Semester Checklist – 10 Important Items

1. Use “Course Copy” (Control Panel > Packages and Utilities) to copy course content from a prior semester to your new course site for the new semester. Course Content Buttons copied over appear at the bottom of the button list in the next course.

   Remember:
   - Select EXISTING Course rather than “New Course” – the destination course shell already exists

   Instructions for Course Copy:
   http://www.ccsnh.edu/sites/default/files/content/documents/Course_Copy.pdf

2. Update your Syllabus
   a. Syllabus Template: http://www.ccsnh.edu/online-learning-blackboard/faculty and click “Syllabus Template” link. This template was developed by the CCSNH statewide Distance Learning Committee, can be used for all courses, and revised.
   b. Review accuracy of:
      - Text book information
      - Weekly dates
      - Due dates
      - Assessments and weights to be used to calculate the final course grade
      - Your office hours and email contact information

3. Course Content Menu (buttons/links on left side of course site)
   a. Some colleges have a set menu already determined. Check with your college online learning contact if you are unsure if you should edit your course menu.
   b. Delete content buttons you are not using.
   c. Sort buttons into alphabetical or logical order to locate content more easily (place your cursor to the left of a content button to make a double tipped arrow appear, select the arrow, hold the mouse button down and drag the content button to a new location).
   d. Use folders within content areas to associate related content rather than a long list of buttons.

      - Example: Button = Content & Assignments; Folders within that button (content area) = Week One - The Study of Development; Week Two - Biocultural Foundations etc.
      - To create folders: Click a course content button > “Build Content” tab > Content Folder > Name the folder > Submit. To add content click the folder to open it first and then add content. http://ondemand.blackboard.com/understand.htm
4. **Update Your Contact Information on the course menu** – This content doesn’t always copy over - Please include your email, office location and office hours (if you have no office, include when you are available by email, online classroom, Blackboard Collaborate or by phone). Instructors may want to define expectations by stating their response time for emails during the week and on weekends.

5. **Post A Welcome Announcement** - In your welcome message you may want to include the date/time of class, a brief course overview, or how you intend to use Blackboard.

   On the Announcements page:
   1. Click Edit Mode ON (top right of your screen – this enables you to edit your content)
   2. Click “Create Announcement”
   3. Fill in the Subject and Message fields and select the appropriate options
   4. Click Submit

6. **Grade Center**
   a. Customizing the Grade Center: [http://ondemand.blackboard.com/r91/movies/bb91_grade_center_customizing_grade_center_view.htm](http://ondemand.blackboard.com/r91/movies/bb91_grade_center_customizing_grade_center_view.htm)
   b. Update the weightings of assessments towards final course grade, if any assignments or assessments have been added or removed.
   c. Blackboard automatically creates a column in the Grade Center when you create any tool within Blackboard. This includes tests, surveys, pools, graded discussion boards, blogs, journals, wikis and the assignment tool. Please do not add another manually created column to the Grade Center. You might delete a duplicate column and select the one linked by the software to the completed Assignment causing the loss of that information in the Grade Center.

7. **Synchronize with SafeAssign**
   a. If you use SafeAssign (plagiarism detection software) you will need to synchronize your course to the SafeAssign central database.
   b. If a Blackboard course is not synchronized, students may be redirected to the Blackboard Home Page when they try to submit their documents to SafeAssign.
   d. To synchronize your course:
      1. Go to Control Panel in the new course site
      2. Click SafeAssign from the Course Tools Area
      3. Near the top of the page, click “Synchronize this course”

8. **Make Your Course Available (visible for students)**
   Control Panel > Customization > Properties > Set Availability > Yes > Submit

9. **Send an Email**
   Send an email to your students once the course is made available. You may want to consider copying and pasting the Welcome Announcement into the body of the email.

   Control Panel > Course Tools > Send Email > Select Users > Enter Subject and Message > Submit

10. **Access resources for more help**
    Training archives: [http://www.ccsnh.edu/training-resources](http://www.ccsnh.edu/training-resources)
Need Help?

   - Understanding and Building Courses: [http://ondemand.blackboard.com/understand.htm](http://ondemand.blackboard.com/understand.htm)
   - Communicating and Collaborating: [http://ondemand.blackboard.com/communicate.htm](http://ondemand.blackboard.com/communicate.htm)
   - Assessing Learners: [http://ondemand.blackboard.com/assess.htm](http://ondemand.blackboard.com/assess.htm)
   - For Students: [http://ondemand.blackboard.com/students.htm](http://ondemand.blackboard.com/students.htm)

2. **Blackboard Collaborate Help** – the online classroom and Web conferencing software

3. **Direct link** to CCSNH Blackboard: [https://ccsnh.blackboard.com](https://ccsnh.blackboard.com)

4. **Supported Browsers and Operating Systems for Blackboard 9.1, October 2014 Release (most current)**

5. **CCSNH System Online Learning Resources for Faculty**:
   [http://www.ccsnh.edu/online-learning-blackboard/faculty](http://www.ccsnh.edu/online-learning-blackboard/faculty)

6. **Blackboard 24/7 Help**
   [http://ccsnh.edusupportcenter.com](http://ccsnh.edusupportcenter.com)

Tips and Additional Resources

1. **Edit Notification Settings** – Log in to Blackboard > click your name (top right corner) > Settings > Edit Notification Settings > select the courses and notifications you want to receive in email > Submit.

2. When adding a **Web link** in Blackboard, always select the option “Open as a New Window” to prevent being closed out of the Blackboard course site when closing out of an external Website.

3. **Grading with Rubrics**

4. **Consider Adding to Your Course**
   a. Blackboard 24/7 Help (for faculty and students)
      [http://ccsnh.edusupportcenter.com](http://ccsnh.edusupportcenter.com)
   b. CCSNH Academic Technology & Distance Learning Web Page for Students
      [http://www.ccsnh.edu/online-learning-blackboard/students](http://www.ccsnh.edu/online-learning-blackboard/students)
Logging In

**EasyLogin** enables you to use your CCSNH email username and password to access:

- the Student Information System (SIS)
- Blackboard (the Learning Management System)
- CCSNH email, and
- Online library resources

**Student EasyLogin Instructional Video** (example is from NHTI, find the SIS link on your college website):

[http://www.youtube.com/watch?v=nYxdA4Rbdi0&feature=share&list=UUHc-lLGlZ9cFGLqekjBw](http://www.youtube.com/watch?v=nYxdA4Rbdi0&feature=share&list=UUHc-lLGlZ9cFGLqekjBw)

For help with EasyLogin, contact your college Helpdesk:

**Great Bay Community College**:  [http://greatbay.edu/helpdesk](http://greatbay.edu/helpdesk)

**Lakes Region Community College**:  For Students:  [LaconiaHelp@ccsnh.edu](mailto:LaconiaHelp@ccsnh.edu) (603) 524-3207 ext 6721
  For Faculty:  [lrccitdept@ccsnh.edu](mailto:lrccitdept@ccsnh.edu)

**Manchester Community College**:  [http://mccnh.edu/helpdesk](http://mccnh.edu/helpdesk)

**Nashua Community College**:  [ncchelp@ccsnh.edu](mailto:ncchelp@ccsnh.edu)

**NHTI - Concord's Community College**:  [nhtiservicedesk@ccsnh.edu](mailto:nhtiservicedesk@ccsnh.edu) (603) 230-4063

**River Valley Community College**:  [rvchelpdesk@ccsnh.edu](mailto:rvchelpdesk@ccsnh.edu) (603) 542-7744 ext 5361

**White Mountains Community College**:  [wmcchelpdesk@ccsnh.edu](mailto:wmcchelpdesk@ccsnh.edu) (603) 342-3049