Checklist of Course Preparations for AFTER Migration to Blackboard

This document was adapted from resources shared by colleagues within SUNY at Niagara and Jamestown in order to guide you through several steps to take after your course becomes available to you in Blackboard.

Complete the following steps AFTER your course becomes available to you in Blackboard Learn.

❑ Make sure that all of your content migrated. If you think something is missing, please contact your campus ID or the Help Desk.

❑ Make sure all links are working properly.

❑ Sign in as a test student and check to see that all tests and activities are functioning as you intend.

    ❑ To create a test student account, go to **Course Tools** in the Course Management section of the course menu, then click on **Add Test Student**.

❑ Rewrite the navigation instructions to reflect navigation in Blackboard Learn.

❑ Course announcements can be configured to send a copy to the students' campus email. This feature replaces the forward option in ANGEL emails. It is a good practice to post important emails to the whole class as course announcements for students so new students can review these contacts. Note: In Blackboard Learn, **emails** are sent to campus email addresses and are external to the course; **messages** remain within the course but students must be signed in to view them. Tell your students how you will be communicating and how you want them to communicate with you.

❑ Customize your course menu and reorganize your content as desired.

    ❑ To learn about customizing the course menu, view the following tutorial created and shared by colleagues within SUNY at Niagara: http://screencast.com/t/fuaIAsmEsAhL.

❑ Provide Blackboard focused support resources for your students.

    ❑ Direct students to the SLN orientation materials located in a module on the **My Institution** page. The My Institution page should be available by clicking a tab (at the upper right of the Blackboard Learn interface) labeled with the name of your institution or another phrase chosen by your campus; if you have questions, please contact your campus ID or the Help Desk.

    ❑ The SLN Helpdesk is available to support students and instructors. Reach the Help Desk by calling 1-800-875-6269 to get help with Blackboard Learn. (Hours: M-Th 8AM-9PM; F 8AM-5PM; Sat 10AM-5PM; Sun 1PM-9PM)

    ❑ If you plan to use discussions, the following tutorial by Blackboard may be helpful to students: http://youtu.be/UxjOU5sXmns.