

Course Site Checklist

Getting Your Course Site Ready for a New Semester

Item	Checklist	How To / Helpful Links
Announcements	<input type="checkbox"/> There is a welcome announcement for current semester with information on how to get started, faculty name/email (or a placeholder in MASTER dev sites), where to find introductory video. <input type="checkbox"/> If there are additional announcements listed, delete any you won't use, and date-restrict all others.	
Instructor Info	<input type="checkbox"/> Contact card includes name, contact info, days & times available to students (even if "by appt."), short bio (in <i>Notes</i>), an instructor picture. <input type="checkbox"/> Contact picture should be square and no larger than 150 x 150 pixels	Resizing your Contact Image
Course Info, Getting Started	<input type="checkbox"/> List current syllabus, textbook information, rubrics, and any other important course information. <input type="checkbox"/> Embed intro video (don't upload video files directly to Blackboard)	
Syllabus, Course Schedule	<input type="checkbox"/> Syllabus and course schedule are up to date for current semester. Add or adjust late assignment policy if desired. Also review all included weblinks, textbook information, contact info, etc. for accuracy.	
Course Modules/ Weekly Folders	<input type="checkbox"/> Review all course content for accuracy and edit any items, instructions, etc. as needed. Make sure all dates mentioned in descriptions or instructions are up to date. <input type="checkbox"/> Check all weblinks for accuracy, and ensure they open in a new window.	
Assignments	<input type="checkbox"/> All course assignments have been added as assignments (not submitted via email or attached to a DB post). All high-stakes writing assignments use plagiarism prevention tools Turnitin or SafeAssign. <input type="checkbox"/> Add due dates on each assignment's edit page (so they appear on the course calendar and are visible to students under My Grades). <input type="checkbox"/> A Blackboard grading rubric has been attached to each assignment. <input type="checkbox"/> The first assignment is available to students and occurs within the first three weeks of the course.	Blackboard Help: Assignments Blackboard Help: SafeAssign Creating a Turnitin Assignment Creating and Using Rubrics in Blackboard

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Tests / Quizzes / Exams	<input type="checkbox"/> Check that all tests are deployed properly throughout the course site <input type="checkbox"/> Check quiz questions for accuracy <input type="checkbox"/> Parameters that minimize cheating are used, such as: setting availability dates, presenting questions one at a time with no backtracking, randomization of questions, use of question pools. All Exams must have a password if worth over 20% of total grade.	Adding a password to Blackboard Tests
Discussion Board	<input type="checkbox"/> There is a discussion forum set up for each discussion scheduled in the course. Check settings such as due dates, points possible, “post first option,” and students’ ability to edit posts, for accuracy. <input type="checkbox"/> A Blackboard grading rubric is attached to each graded forum. <input type="checkbox"/> There is a forum for introductions/ice-breaker. <input type="checkbox"/> There is an “Ask the Instructor” or Q&A forum. Subscribe to this forum (in your semester site).	Blackboard Help: Edit Discussion Forums
Grade Center, My Grades	<input type="checkbox"/> Each graded assignment (such as discussion forums, assignments, tests, blogs etc.) has a corresponding column in the Grade Center. <input type="checkbox"/> If using Total Points for final grades: check points per column as well as total points for accuracy (must reflect grading schema on the syllabus). <input type="checkbox"/> If using Weighted Total for final grades: check Weighted Total column for accuracy (are all columns included, either in a category or as single column?). Percentages must reflect grading schema on the syllabus. <input type="checkbox"/> Check the “My Grades” tool for a correct listing of all graded assignments, due dates, and rubrics. <input type="checkbox"/> Optional: Add “SPS Letter Undergrad” or “SPS Letter Grad” grade to the Total (or Weighted Total) column, as Secondary Grade Display. (Invisible to students but this will display the grade values you’ll post as final grades to CUNYfirst at the end of the semester.)	Calculating Final Grades Using Total Points Calculating Final Grades using Weighted Total Creating Secondary Grade Display for Final Grades
All Dates Updated	<input type="checkbox"/> Use the Date Management tool to make sure that due and availability dates throughout the site are updated for current semester. <i>Note that Date Management does not apply to third-party tools such as VoiceThread and Turnitin. Those due dates have to be edited manually.</i>	Using the Date Management Tool