

Blackboard Course Checklist

Please ensure that following items are completed at least one day before the course opens:

- Make sure your course was copied correctly.
- Add or Update the course calendar to reflect the current semester's assignments.
- Add or update the course syllabus. The online course syllabus template can be found at <https://www.otc.edu/academicservices/13331.php>. Include your name, contact information, course section, proctoring dates, and other information unique to your course, including the course calendar. (Refer to the online course syllabus template).
- Add your Faculty information. Include instructor information, contact information, and photo (150 x 150 pixels).
- Add a 'Welcome' Announcement. Reflect your personal message to students. Provide instructions for beginning the course.
- Remove or hide old or unnecessary announcements from previous semesters.
- Update or delete old Discussion Board posts.
- Check all links, file attachments, and textbook information (if needed) to ensure accuracy.
- Check dates and deadlines throughout the course. Remove or update them, as necessary.
- Check your syllabus to be sure that it aligns to Lesson assignments and Grade Center columns.
- Modify your Grade Center; make sure items are shown/hidden correctly, due dates are present, and points possible are correct.
- Reference any third party sites you may be using (i.e. ALEKS, Cengage, LiveText, MyITLab, etc.).
- Check any external software links (Aplia, Connect, etc.).
- Review exams and be sure that they are current and follow content objectives.
- Be sure to include links and descriptions in the Resources folder, such as OTC Online (OTC Online Service Desk), OTC Help Desk, Learning Resources Center (LRC), campus tutoring services (if applicable), relevant online sources, and multimedia sources.
- Course content: Personalize the course by updating/modifying some lesson content, discussion questions, quiz/exam questions, removing excess grade columns, and other areas of the course site.