

Blackboard Course Checklist

Developed by the Educational Technology Center at Northeastern University, 2007

1. Did you post an introductory announcement?
2. Have you disabled those Course Areas and communication tools that you don't plan to use? Are you satisfied with the current names for the Course Areas, or would you like to change any of them?
3. How do you like the button color and pattern: is it easy on the eyes?
4. Will students be able to find important documents easily? Would it help to create a Blackboard site overview, which describes the organizational logic of your site, and indicates the general contents of each course area?
5. If you plan to schedule an online discussion during the first week of class, where students can introduce themselves and begin building an online learning community, have you set up the forum and started the first thread?
6. Did you check each page of your course site for errors, including dead links, spelling errors, missing information or images, and improper formatting?
7. Have you included participation guidelines for the online component of your course?
8. When you're ready to go live, did you make the course "Available" in the "Settings" area of the control panel?