

Blackboard checklist to prepare for your students for instructors at MVNU (non-AGS courses only)

Prerequisite: How to request a new course site

Whenever you would like a Blackboard site set up for one of your traditional semester, J-term, or Summer courses, please submit your request by completing the web form available from <http://helpdesk.mvnu.edu/instructorres.html>. It is the first link in the list titled **Blackboard Course Request (for faculty/staff use only - traditional courses)**. In addition, the **Blackboard Request to Add/Change/Remove a User in a Blackboard Course (for faculty/staff use only)** form is on this page (the second link). **NOTE:** You may want to set this page, <http://helpdesk.mvnu.edu/instructorres.html> as a Favorite or Bookmark for future reference to request courses or for add/change/remove a user.

The following steps are to be carried out when you are ready to make your course site available to students. It is best to edit your essential course materials before making the site available in order to avoid students viewing content that is not yet ready for them.

- _____ (1) Enrollment is added automatically beginning two weeks prior to the beginning of each semester, January, and Summer sessions. At that time, enrollment is added at 10 am and 2 pm daily.
- _____ (2) Verify that your course site is available to students. Go to **Control Panel> Course Options>Settings>Course Availability**. The Course Availability setting is like an on/off switch for your entire course site. You may temporarily disable student access while preparing your course site, but be sure to make it available again when you want your students to use it.
- _____ (3) Copy and customize the Sample Blackboard instructions for students document. This can be found at <http://helpdesk.mvnu.edu/instructorres.html>. It is the fourth link in the list titled **Blackboard Student Instructions Template**.
- _____ (4) During the first class before you expect students to access the Blackboard site, show students how to find your course in Blackboard, and highlight any areas that you expect them to use. Ask them to report any access problems to the TRC help desk at trc@mvnu.edu (MVNU TRC) or ext. 5555 as soon as possible, so that any access issues can be resolved.
- _____ (5) When new students enroll in your class, they will be added to your course automatically.