

## Post course activation checklist

Once you have activated and either done a full course copy or copied selected content from the previous year's Blackboard course to the current year's course, it is important that you run through this checklist before you begin using the space for teaching. If you are building a new course from scratch after activation, refer to [How to set up your Blackboard course](#).

### 1. Communication and course management

- 1.1. **Discussion forums:** delete any links to discussion forums located within course content. Recreate discussion forums and recreate any links to forums within course content. For more guidance on setting up discussion board forums, see Blackboard Staff: Create Discussion Boards in Blackboard.
- 1.2. **Announcements:** review dates of announcements, and manually change the dates to the new academic year where necessary. Refer to Blackboard Staff: Create Announcements in Blackboard for more details.
- 1.3. **Course Calendar:** review dates, and manually change entries for the new academic year where necessary. See Blackboard Staff: Use the Calendar in Blackboard for more details.
- 1.4. **Wiki:** Wiki instances are copied across. However, specific wiki pages are not copied, as is the case with all student data from one year to the next. If specific pages are needed, these should be copied and pasted from the previous year's wiki. See Blackboard Staff: Create a Course Wiki in Bb9 for more details on wikis.
- 1.5. **Groups:** if groups were created in the source course, these need to be checked through carefully in the new course space, and if necessary re-established. See Blackboard Staff: Creating Groups in Blackboard for more details.
- 1.6. **Contacts:** Check your Contacts area is up to date.

### 2. Content

- 2.1. **Adaptive release settings (selective release):** review dates of adaptive release settings for content items if used, and manually change the dates to the new academic year where necessary. Check all other adaptive release criteria carefully. Further guidance is available here: Blackboard Staff: How to set up Adaptive Release in Blackboard.
- 2.2. Check that you have a working link to the **course reading list**.
- 2.3. **Tasks:** review dates, and manually change the dates to the new academic year where necessary.
- 2.4. **Content collection:** review the files in your content collection, removing any obsolete or unused resources.

### 3. Assessment

- 3.1. **Tests (quizzes):** Images in test (quiz) question or answer text: even if the images appear to display correctly, establish if the images were embedded by manually inserting HTML code that links to images stored within the Content Collection. If so, reinsert the image using the

facility to insert images in the Bb9 question editor as detailed here [Blackboard Staff: How to Insert Images into Assessment Question Text or Answers in Blackboard](#)

- 3.2. Check all **Assessments** in your course. Review the adaptive release rules, the test settings (test options) and all your questions to ensure they return the correct answers. For more details, refer to [Blackboard Staff: Using Blackboard Tests \(Quizzes\) for Assessment](#).
- 3.3. **Turnitin Assignments:** check that Turnitin inboxes haven't rolled forward from previous years. If they have rolled forward, the dates will be wrong. Delete these inboxes and create new ones for this year.
- 3.4. **Blackboard assignments:** these should be deleted and recreated, taking note of the previous adaptive release rules.
- 3.5. **Smart Views:** check any Smart Views in the Grade Centre. If there are obsolete Smart Views, go into the Manage Smart Views screen, and un-flag any duplicates so that they don't appear in the favourites list. For more details, refer to [How to Set Up Smart Views in Blackboard \(STAFF\)](#).
- 3.6. **Grade Centre:** check that you don't have any extra unnecessary columns in the Grade Centre and remove any duplicates. See Blackboard's own help pages on the grade centre for more information.

For further information and advice about eLearning, please contact your Faculty eLearning team via the support centre: [Click here to Request eLearning Support](#)