**Is Your Course Ready?**

This checklist will help you determine if your course is ready. These items pertain to the new section; do not remove items from previous courses.

**First Day of Class**

* Confirm appropriate students are enrolled in your courses.
* A Welcome Announcement is posted and tells students where to start.
* A completely developed course is made available to students.

**Course Copy/Updates**

* Content has been built, copied, or imported into course shell.
* Old discussion posts/blog posts/wiki pages have been deleted.
* Old announcements have been removed or made unavailable (if they will be reused).
* Links (internal and external) have been validated.
* Dates have been updated (including due dates for items, class schedule, etc.).
* Please copy course material into existing course not into a new course. The Link on How to copy a course is provided below: <https://help.blackboard.com/Learn/Instructor/Course_Content/Reuse_Content/Copy_Courses>

**Content Development**

* Content is well organized for easy use by the students.
* All graded items are included in the Grade Center with correct points possible.
* Content availability settings are correct (open and close dates/times).
* Content tracking is enabled for later statistics reporting.
* Settings for assessments have been applied (availability, due dates, timers, passwords, etc.).
* If weighting grades, categories are correct and are weighted properly.

**Course Information**

* Instructor information is correct.
* Course introduction is correct.
* Syllabus is up-to-date and includes: text book information, face to face and virtual office hours, contact information, and a grading scale.
* Text book:
  + Under Partner Content, click Manual Entry Textbook, input the book information
  + Go to internet and find book.
  + Copy book picture to your computer
  + At textbook Image, browse your computer and find the picture of your book
  + Click Open
  + Submit
* Students are advised about Bb support, student tutorials, browser checker and other campus resources.