Course Site Checklist
Getting Your Course Site Ready for a New Semester

Item	Checklist	How To / Helpful Links
Announcements	☐ There is a welcome announcement for current semester with information on how to get started, faculty name/email (or a placeholder in MASTER dev sites), where to find introductory video. ☐ If there are additional announcements listed, delete any you won't use, and date-restrict all others.	
Instructor Info	☐ Contact card includes name, contact info, student office hours, short bio (in *Notes*), an instructor picture. *(Please note that if you fill out the Office Hours field in the Contact Card, you must also fill out Office Location in order for the hours to be visible.)* ☐ Contact picture should be square and no larger than 150 x 150 pixels.	[Resizing your Contact Image](#)
Course Info, Getting Started	☐ List current syllabus, textbook information, rubrics, and any other important course information. ☐ Embed intro video (don't upload video files directly to Blackboard).	
Syllabus, Course Schedule	☐ Syllabus and course schedule are up to date for current semester. Add or adjust late assignment policy if desired. Also review all included weblinks, textbook information, contact info, etc. for accuracy.	
Course Modules/ Weekly Folders	☐ Review all course content for accuracy and edit any items, instructions, etc. as needed. Make sure all dates mentioned in descriptions or instructions are up to date. ☐ Check all weblinks for accuracy, and ensure they open in a new window.	

Assignments	☐ All course assignments have been added as assignments (not submitted via email or attached to a DB post). All high-stakes writing assignments use plagiarism prevention tools Turnitin or SafeAssign. ☐ Add due dates on each assignment's edit page (so they appear on the course calendar and are visible to students under My Grades). ☐ A Blackboard grading rubric has been attached to each assignment where appropriate. ☐ The first assignment is available to students and occurs within the first three weeks of the course.	Blackboard Help: Assignments Blackboard Help: SafeAssign Creating a Turnitin Assignment Creating and Using Rubrics in Blackboard

Item	Checklist	How To / Helpful Links
Tests / Quizzes / Exams	☐ Check that all tests are deployed properly throughout the course site. ☐ Check quiz questions for accuracy. ☐ Parameters that minimize cheating are used, such as: setting availability dates, presenting questions one at a time with no backtracking, randomization of questions, use of question pools. All Exams must have a password if worth over 20% of total grade.	Adding a password to Blackboard Tests
Discussion Board	☐ There is a discussion forum set up for each discussion scheduled in the course. Check settings such as due dates, points possible, "post first option," and students' ability to edit posts, for accuracy. ☐ A Blackboard grading rubric is attached to each graded forum. ☐ There is a forum for introductions/ice-breaker. ☐ There is an "Ask the Instructor" or Q&A forum. Subscribe to this forum (in your semester site).	Blackboard Help: Edit Discussion Forums

Grade Center, My Grades	☐ Each graded assignment (such as discussion forums, assignments, tests, blogs etc.) has a corresponding column in the Grade Center. ☐ If using Total Points for final grades: check points per column as well as total points for accuracy (must reflect grading schema on the syllabus). ☐ If using Weighted Total for final grades: check Weighted Total column for accuracy (are all columns included, either in a category or as single column?). Percentages must reflect grading schema on the syllabus. ☐ Check the "My Grades" tool for a correct listing of all graded assignments, due dates, and rubrics. ☐ Optional: Add "SPS Letter Undergrad" or "SPS Letter Grad" grade to the Total (or Weighted Total) column, as Secondary Grade Display. (Invisible to students but this will display the grade values you'll post as final grades to CUNYfirst at the end of the semester.)	Calculating Final Grades Using Total Points Calculating Final Grades using Weighted Total Creating Secondary Grade Display for Final Grades
All Dates Updated	☐ Use the Date Management tool to make sure that due and availability dates throughout the site are updated for current semester. *Note that Date Management does not apply to third-party tools such as VoiceThread and Turnitin. Those due dates have to be edited manually.*	Using the Date Management Tool