

Below is a checklist developed by the IDTRC in conjunction with the CTFD listing common tasks that instructors should perform at the beginning of every semester.

Course Merge: How to Request *

The Blackboard Learn merge request process combines two or more Bb Learn course shells into one, blank master shell. This is useful for one course with multiple sections, including HyFlex. The merge process provides the following benefits:

- One master shell is created for all sections combined.
- Saves design time because content only needs to be loaded once into the main section.
- Student enrollments are combined into one master grade book.

To request a merge, please follow the process below:

- Requests should be submitted as soon as possible (*no less than one week before the start of the semester*) giving ample time to build content.
- Requests need to be submitted BEFORE building content/course copying.
- Please click the following link to request a merge for your course, <http://www.ccsu.edu/it/serviceCatalog.html?id=87>

****Note: HyFlex Courses were auto merged. Please review your Blackboard Course list for the appropriate semester. The Course will be listed with the Course ID followed by the Course Name. The Parent shell will contain the merged sections. Please work in the parent shell.***

CCSUBP202140: Spring 2021 General Chemistry (CHEM-161-07*, CHEM-161-07)

- If you would like additional courses added to your auto merged courses, please send an email request to IDTRCStaff@ccsu.edu.

Course Copy: How to copy content from one course to another in Bb Learn

For step-by-step instructions on the Course Copy feature of Blackboard, please see the [Course Copy Guide](#)

Use a Template

Templates are pre-built Blackboard course shells. They provide a structure for your course, so you don't have to start from scratch.

- A Resource menu item is built into the Course Menu that provides links to student services and University resources.
- When copied into a course, templates will not overwrite any existing content. Additional menu items are simply added to your course shell. You can then choose which items you would like to include in your course and delete any unnecessary content.
- For more information and a step-by-step guide please see the [Access Prebuilt Templates Guide](#)

Add and Update Content

If you choose to add your content manually, without use of a template, please follow these instructions [IDTRC BBL FAQ's](#) to:

- Create Content Area Folders
- Add Content
- Create Assignments
- Set-up Discussion Boards

Attaching Documents as PDF Files

We recommend uploading your documents as PDF files to ensure they can't be edited by students and are capable of being opened on different devices.

- For instructions on how to save your Word, Excel, PowerPoint, and Access files as PDF documents, please see [Saving Your Office Documents as PDF Files](#)

Student Preview Mode

Allows the instructor to view the course as a student.

- For instructions on how to access and use the Student Preview Mode, please visit [https://webcapp.ccsu.edu/u/itServices/Student%20Preview%20SetupNEW%20\(1\).pdf](https://webcapp.ccsu.edu/u/itServices/Student%20Preview%20SetupNEW%20(1).pdf)

Grade Center

If you are not familiar with the Blackboard Grade Center and would like to utilize this powerful feature, we have several options to help you:

- Please view our workshop calendar and sign-up for a grade center session
 - <https://www.ccsu.edu/idtrc/calendar.html> or
- Contact the IDTRC at IDTRC@ccsu.edu to set up a one-on-one appointment, or
- For a quick start, please visit the Blackboard Help pages, <https://help.blackboard.com/Learn/Instructor/Grade>

HyFlex Workshops

It is very strongly recommended that you attend a HyFlex Training session to determine what HyFlex platform best supports your course design.

- To sign up for a training session, please visit <https://www.ccsu.edu/idtrc/calendar.html>

HyFlex classroom Trial

Visit your HyFlex classroom before your classes begin to ensure you are prepared to use the components of the room.

- Verify you can log-in to the PC and start a meeting on your preferred platform (e.g., Blackboard Collaborate, WebEx, Microsoft Teams or Kaltura)
- Familiarize yourself with the Crestron panel for the instructor workstation by using the camera controls and powering cycling the projector.

☐ Create a Backup Plan

It is recommended you have a secondary platform to use if the primary platform is down.

- As an example, your primary platform may be Blackboard Collaborate. Decide on a secondary platform should an issue arise with Collaborate. This will provide your students with an alternative method of connecting to class. A secondary platform can be WebEx or Teams for instance.
- Incorporate the backup plan in your course syllabus. Choosing a backup platform and communicating it in your syllabus can prevent significant loss of class time.
- View a comparison of the different HyFlex platforms here, <https://www2.ccsu.edu/servicecatalog/?id=344>

☐ Class Attendance

Once you have selected your HyFlex platform, you will want to identify how you will be recording your class attendance.

- Microsoft Teams- Microsoft Teams - View Attendance Report
- WebEx- WebEx- View Attendance Report
- Blackboard Collaborate- View Attendance Reports
- Kaltura Classroom- Whichever platform that you are using to conduct chat can be used to take attendance

☐ Contact Your Students

Email and/or create an Announcement in Blackboard (*no later than 48 hours before your first class meeting*) sharing information with your students on how to access your live sessions and recorded lectures before the first day of class. It may be helpful to include this link to the Student Technology Resources Page, <https://www.ccsu.edu/ttr/students.html>.

- How to [Send Emails & Course Messages](#) from Blackboard
- How to [Create Announcements](#)

☐ Create Meeting Links for Web Conferencing Platform of Your Choice (as needed)

- Microsoft Teams-[Scheduling Sessions](#)
- WebEx- [Scheduling Sessions](#) (Slide 5)
- Blackboard Collaborate-[Scheduling Sessions](#)

For Those Using Kaltura in the HyFlex Classroom:

- Add the Media Gallery tool and Blackboard Collaborate Ultra (chat) tool to the course menu.

☐ Post Links in Blackboard (as needed)

- Add the [Blackboard Collaborate Ultra](#) Tool Link
- Add the [Microsoft Teams](#) Meeting Link
- Add the [WebEx](#) Meeting Link