



Start of Semester Blackboard Checklist

This is a checklist with instructions and videos for some of the most common tasks that instructors should perform at the beginning of every term.

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 if you have more than one section of the same course. The merge process creates one master shell for all sections requested. So, you only have to upload content into one section. It also will combine your enrollments into one master grade book.

- For more information on Course Merges and to request a merge for your course, please visit <https://www.ccsu.edu/idtrc/requests.html>

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](#)

Add and update Content

- Creating Content Area Folders
- Adding Content
- Creating Assignments
- Setting up Discussion Boards

Note: for step-by-step instructions on how to create the items listed above, log-in to Blackboard Learn and click on the Organizations Tab to access the CCSU Blackboard Learn Training shell.

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](#)

Setting up Your 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>

Contact Us for Additional Help or Questions

- Contact the IDTRC at IDTRC@ccsu.edu or 860-832-2081
- Sign-up for an exciting workshop that will help you brush up old skills and help you build new Blackboard Skills <https://www.ccsu.edu/idtrc/calendar.html>

Resources

Krutt, Tobi. *Semester Beginning and Ending Tasks List* [PDF]. Board of Regents.