As you organize your online classroom for your students, follow this checklist and click on the links in the right-hand column to access associated job aids for completing these tasks.

For more information on changing academic content in your course, please contact your **Lead Faculty** for details.

If you need on-demand assistance with the Blackboard tools in your course, please contact:

Faculty Concierge | facultyconcierge@nu.edu

Hours: M-F 8a-5pm; Sat 8:30-5pm (Saturday hours only prior to course start)

Blackboard Help Desk | (888) 892-9095 | learn@nu.edu | Hours: 24/7

	2 - 4 Weeks Prior to Course Start Date		
☐	**Review Instructor Resources**	Review the Instructor Resources section of your course for supplemental resources and guidance on how to facilitate the course.	
☐	**Review Course Resources**	Review the Course Resources section to learn more about the Course Outline and other student facing resources.	
☐	**Add Syllabus Details**	Personalize your instructor profile by adding your personal photo, bio, contact information, and office hours in the course Syllabus. Add details to the Course Overview and Course Expectations. Information for these sections can be found in the Course Outline. Include pertinent details about the course schedule, assignments, exams, due dates, grading policies, rubrics, and other criteria used to evaluate student performance.	Job Aid
☐	**Email Syllabus to Students**	Once you have added the details to the Syllabus, download and email a PDF of the syllabus to all your students, welcoming them to the course, at least **two weeks** before the start of your course. *In compliance with FERPA policy, all course related correspondence should be sent using NU issued email addresses for both faculty and students. As a teaching best practice, you can send mass communications to your students directly from your Blackboard course, which is auto populated with all NU email addresses.*	Job Aid
☐	**Post Announcements**	Post a welcome message in the Announcement area (click on Announcements in the left-hand menu, then Create Announcement). Add in all other course announcements and use the Date Restriction option to time the release of these announcements.	Job Aid

☐	**Set Due Dates**	Set due dates for Discussion Boards, Assignments, and Tests. You can access the options menus for each by hovering over the titles in each week and clicking on "options". Then, select the Due Date option and enter a specific date.	Job Aid
☐	**Update Course Calendar**	Add office hours and any synchronous class meetings (such as Blackboard Collaborate sessions) to the Course Calendar. Confirm all dates are on the calendar.	Job Aid Video Job Aid
☐	**Set-Up Blackboard Retention Center**	Follow the steps of the job aid to customize your Retention Center rules. Exclude rules from risk table until the start of class.	Job Aid
☐	**Review Grade Center and Confirm Point Totals**	Compare the point totals in the Course Outline with the points in the Grade Center. To do so, open the full grade center (Grade Center > Full Grade Center), hover your mouse over "Manage" at the top, and click on Column Organization. Confirm point values are the same between Course Outline and Overview on this page for all assignments, tests, and discussions. If points need to be updated, click on the appropriate weekly content area, hover your mouse over the Assignment, Test, or Discussion and click on the options menu at the end of the assignment title. Select "edit" from the dropdown menu and edit the points to match the course outline.	Resources
☐	**Set-Up Blackboard Collaborate Ultra**	As you prepare for virtual class meetings using Blackboard Collaborate Ultra, make sure to create your scheduled sessions, confirm that your audio and video work, pre-load PowerPoint slides or files, and practice using content sharing tools.	Resources
☐	**Review Course Content**	Make sure that all links to internal and external content (including videos) in each week of the course are functioning correctly. If you find any broken links, report them to FacultyConcierge@nu.edu.	
☐	**Check the Student View**	Enter Student Preview (click on the icon shown in the upper right-hand corner of the course page) and review all course content, including exams, assignments, and discussion boards, to ensure that they are set up correctly.	Job Aid
☐	**Report Content Errors via Master Course Feedback Form (if applicable)**	If you happen to find errors in the course content, please submit a Master Course Feedback Form (located in the Instructor Resources area of your course). The course Lead Faculty will review your comments and update any errors in the Master Course so that you are teaching from up-to-date and accurate content.	Job Aid