

## BEGINNING OF SEMESTER CHECKLIST

PRIOR TO THE FIRST DAY OF CLASS, USE THE CHECKLIST BELOW AS A GUIDE TO HELP YOU SET UP YOUR BLACKBOARD COURSE SITES. FOR A PRINTABLE LIST, PLEASE VISIT: [BEGINNING OF SEMESTER CHECKLIST](#).

01

### MAKE SURE COURSES ARE LISTED IN BLACKBOARD

Prior to the beginning of the semester, log into Blackboard to verify your assigned courses are listed under your "My Courses" module. If a course is not listed in Blackboard, first contact your Department Chair to ensure that you have been assigned the course in Banner/SOS. If you are the confirmed instructor of record and your Blackboard course sites have not appeared, contact [Blackboard Support](#) for additional help.

02

### COMPARE COURSE ROSTERS

Compare your official course rosters, obtained through SOS, to the list of students in your Blackboard course sites, to be certain all students are correctly enrolled. Contact [Blackboard Support](#) if you find any students that are listed in the SOS roster but are not listed in the Blackboard course site.

03

### COPY YOUR COURSE MATERIAL

If you would like to reuse course materials from a previous semester, you can copy an old course site into the new course shell. For more information on how to complete a course copy, follow the instructions listed under the [Course Copy](#) page on the EdTech Blog.

04

### BLACKBOARD MINIMUM PRESENCE

All Blackboard course sites at San Jacinto College are required to have a minimum presence. For expectations and training support on meeting the required components, please visit the [Minimum Presence](#) page on the EdTech Blog.

05

### UPDATE DEADLINES, DATES AND MATERIALS

If you have materials in a Blackboard course site, verify the materials are up to date, links are working properly, and adjust any deadlines and dates to match the new semester's course calendar.

06

### VERIFY YOUR COURSE SITES ARE AVAILABLE

Blackboard course sites are automatically made available on the first day of the semester. You should verify on the first day that your course sites are available. If not, you should make them available through the course's control panel. If you have a combined course, verify that it is available and make the original course sites unavailable. For instructions, please visit: [Making a Blackboard Course Site Available](#).

07

### ADDITIONAL SUPPORT

If you need additional training support, the following resources are available:

[Campus Instructional Designer](#)  
[Atomic Learning Videos](#)

[Blackboard Support](#)  
[Blackboard OnDemand Videos](#)

## DISTANCE LEARNING CERTIFICATION

All faculty assigned to teach a Distance Learning course must complete ACAdemic Learning prior to their assigned semester. Dates are now available through Summer 2017. Registration is available through the [Cornerstone System](#).

### SPRING 2017

Section 1: January 30 - March 10, 2017  
Section 2: February 20 - April 7, 2017  
Section 3: March 27 - May 5, 2017

### SUMMER 2017

Section 1: May 22 - June 30, 2017  
Section 2: June 12 - July 21, 2017  
Section 3: June 26 - August 4, 2017