Blackboard New Semester Checklist (Instructors)

When Migrating to a New Semester go through this checklist to make sure you are ready.

- **Make** sure your new courses are listed (Contact dept. Scheduler/Coordinator if not)
- **Activate** Spring 2016 Courses (See section A.)
- **Merge** Sections into Parent Course Space (See section B.)
- **Copy** Course Content from previous term into your new parent course. You can also email: migrationhelp@wsu.edu to do it for you (see section C.)
- **Update** Content for Spring 2016 and use Date Management Function under Course Tools to change the dates on items migrated with due dates (See section D.)
- **Request** videos to be copied over from Tegrity to Panopto if you need them for future use in Blackboard (migrationhelp@wsu.edu) *Note: Tegrity goes offline Dec 30, 2015
- **Panopto** provision your Panopto course folder in your new course (See section E.)
- **Go here to download copy with working links:** http://spokane.wsu.edu/services2/IT/training/Blackboard.html

**A. Activate** (Activate course space for instructor access)

To access your course space, you will first need to **Activate** it. Select “Activate” next to your course name in the My Courses module on the My Institution home page. Once activated, your course title will turn from black text into clickable blue text link.

*NOTE: If you plan to merge sections into your parent course, you do not need to activate them all individually. (Please see #2 below)

![Activate Course](https://example.com/activate.png)

**Quick Hit Video:** How to activate your course space

**B. Merge** (Merging course sections/rosters)

Merge your sections by selecting the “Merge” option under the Action column. This will merge your section rosters into your parent course space so that you only have one course to manage. Select the checkboxes of the sections you wish to merge and then “Save”. Click here for detailed merge instructions. *If you need assistance with merging, please contact: online.registrar@wsu.edu.

<table>
<thead>
<tr>
<th>#</th>
<th>Course Title (Course ID)</th>
<th>Availability</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>CONT-000-SPOKA-erik.blackerby_Sandbox-099-000-LEC (CONT-000-SPOKA-erik.blackerby_Sandbox-099-000-LEC)</td>
<td>Enable</td>
<td>Merge</td>
</tr>
</tbody>
</table>

**Quick Hit Video:** How to merge your sections
C. **Copy** *(copy content from one Blackboard course to another)*

**Course copy** makes it convenient and easy to copy your existing Blackboard course content into another Blackboard course. For detailed instructions on how to do this click [here](#). It usually only takes a few minutes for the course copy action to complete. You will receive an email confirmation when it is done.

*If you need assistance migrating/copying content from a previous Angel/Blackboard course, please contact: migrationhelp@wsu.edu*

**Quick Hit Video:** *How to copy course content from one course to another in Blackboard*

D. **Date Management** *(In Course Tools under Control Panel)*

After you have copied over your content, you can now edit your course and update or add new content. If you copied over assignments and quizzes or tests, you might have dates associated with them that need to be updated. Blackboard has a **Date Management** tool to assist you with this process.

Automatically adjust all content and tool dates (including due dates, content availability, and announcements) in your course at once.

Go to **Control Panel > Course Tools > Date Management.**

Select **Use Course Start Date** or **Adjust by Number of Days** to adjust the dates accordingly, or select **List All Dates for Review** to manually adjust each date, then click **Start.**

When date management is complete, you will see **Date Management Review,** where you can verify the new dates for all course items. From here, you can **Run Date Management Again** with different settings, **Adjust Dates** on selected items by a set number of days, or manually **edit** individual dates if necessary.

**Quick Hit Video:** *How to use Date Management*

E. **Panopto** *(Provision Panopto course folder in your new course)*

To use Panopto in Blackboard, you will need to activate the course in Panopto. Click [here](#) for detailed instructions. For Panopto assistance, contact Karla Ealy-Marroquin at ealy@wsu.edu or go to [http://support.panopto.com/](http://support.panopto.com/).

If you have questions and/or need assistance, please contact Erik Blackerby via email: **erik.blackerby@wsu.edu** or call (509) 324-7221.