# Bellevue University - Online Course To-Do List

## Before Student Access (Students Have Access 7 Days Before the Start Date)

- **Course is available online 28 days before term starts; confirm presence of course on dashboard and begin updating course content at this time.**
- **Make sure course syllabus is added and accurate. Email copy of syllabus to [ccsyllabi@bellevue.edu](mailto:ccsyllabi@bellevue.edu).**
- **Add staff information (“+ profile”), welcome announcement, staff photo and welcome video.**
- **Review/verify all assignments and course content; remove content and buttons that will not be used for this course.**
- **Check announcement dates (view all tab), update if necessary.**
- **Clean up and prepare your course grade center in Blackboard (due dates, total columns, calculations, columns that are visible to students).**
- **Check the functionality of all external links used in your course.**
- **Make sure that discussion board forums are updated and match descriptions given in assignments and/or the syllabus.**
- **Temporarily hide any content you do not want students to see before the start date (assignments or discussion boards). Set open/close dates if desired.**

## Course Start Date (Once a Course Has Officially Opened)

- **Show any hidden discussion boards or assignments you want available for week one.**
- **Post a “kick off” announcement to alert students that the course has begun and provide initial instructions.**

## During & Throughout Course

- **Post and check functionality of announcements, assignments, grades, etc. in a timely manner throughout the course.**
- **Within 2 weeks of course start - verify student attendance in Bruin.**
- **Optional: use early warning system (Blackboard) to set up and run searches for students with attendance/grade issues and communicate issues to students.**
- **After the first 2 weeks of class, use early warning notifications (Bruin) to alert the dean of students & the advisor when attendance or performance issues arise.**

## End of Course/Session (Course is Available to Instructors for 28 Days)

- **Within 10 days of the course end date, final grades must be submitted in Bruin.**
- **Within 10 days of the course end date, weekly grades and grade statistics must be downloaded from Blackboard and emailed to [cgaattendance@bellevue.edu](mailto:cgaattendance@bellevue.edu).**
- **Save any documents you would like to reuse in subsequent courses to your personal computer or the content collection.**
- **Contact your course owner or program director about saving your content to the course master if desired.**

**Note:** For some cohort courses, students do not have access until 1 day before course start. Other (Corporate) courses may have additional requirements.

*You can contact CL! to make a generic welcome video and staff photo that can be used in all your classes.

*Tutorials and how-to documentation is available in the All Faculty Community (Blackboard).