



Start / End of Semester Checklist



This is a checklist to help you start or end the semester. Unless we hear from you, we will not touch your course site. Your site will remain active or as is. There is no need to send us an email.

Start of Semester

Request a New Course Site or a Copied Course Site (reuse content) and/or Student Enrollment

http://it.emory.edu/learning_management/bb7/hmrq/1main.cfm

NOTE: When requesting enrollment for an official academic course, it is extremely helpful to us if you know the PeopleSoft ID and section number (ex. ENG_101_002). [OPUS](#) or your registrar should have this information.

Request an Organization

http://it.emory.edu/learning_management/bb7/hmrq/1main.cfm

Request a new site

- ✓ Request a New Blackboard site and student enrollment.
- ✓ Check your roster once you receive the confirmation email that your site has been created: Control Panel > Users > Type the % sign in the search field > Click Go.
- ✓ Before class starts, check to make sure the site is available to the enrolled students: Control Panel > Customization > Properties > Set Availability > Yes.
- ✓ Register now for one of our instructor-led Blackboard workshops:
<http://cet.emory.edu/ecit/events/showevents.cfm>
- ✓ If you would like a one-on-one consultation, please send an email to <mailto:classes@emory.edu>

Reuse content from an existing site

- ✓ Request a Blackboard site for new semester and indicate course ID in the online request form that you would like to have materials copied from.
- ✓ Archive your site and/or export the Grade Center so that previous students' information is recorded, if necessary. (See links below)
- ✓ Remove previous students, if necessary. We can recycle users for you but only if you make that request on the online request form. Control Panel > Packages and Utilities > Recycle > Select Users > Type Delete > Click Submit.
- ✓ Request student enrollment.
- ✓ Check your roster once you receive the confirmation email that your site has been created: Control Panel > Users > Type the % sign in the search field > Click Go.

Links to Step-by-Step Guides

Archive existing Course site: http://it.emory.edu/learning_management/pdf/Bb9doc_Archiving_a_Course_Site.pdf

Download Grade Center:

http://it.emory.edu/learning_management/pdf/Bb9Doc_Grade_Center_Download_and_Upload.pdf

You can enroll your TAs, Course Builders, Students and more.

http://it.emory.edu/learning_management/pdf/Bb9Doc_Enrolling_a_User.pdf

You can also modify user roles in a site:

http://it.emory.edu/learning_management/pdf/Bb9Doc_Modify_User_Role.pdf

End of Semester

- ✓ Make your site unavailable to students via Control Panel > Customization > Properties > Set Availability > No.
- ✓ Download the Grade Center. (See links above)
- ✓ Archive and save a copy of your course site. (See links above)
- ✓ Remove your students via Control Panel > Packages and Utilities > Recycle > Select Users > Type Delete > Click Submit.
 - NOTE: Select only the Users box to remove students. You can request that we remove your students. Send an email to us at <mailto:classes@emory.edu> or note this on the site request form for next semester or when you next use the site. -- If you do not specifically tell us to remove the students, we will not remove them.
 - Before asking us to remove the students make sure you've archived or saved all student-related information.
- ✓ Request your course site for next semester; it's never too early!
http://it.emory.edu/learning_management/bb7/hmrq/1main.cfm