Beginning of Semester Tips

The beginning of the semester is here, and it involves many Blackboard activities related to your courses, so we would like to review some of the tips that you may find useful at this time.

Copy Content from another Course

Quickly copy the content and settings of an entire course into a new course, or selectively copy specific areas. The Course Copy option is one of the most convenient and useful features in Blackboard, and it usually involves just a couple of mouse clicks and then less than five minutes to complete. You will receive an email when the course copy is complete. Please be patient and do not retry the course copy until you receive your email, as you might otherwise create duplicate items in the new course. If you only want one item copied, use the Copy option for that individual item by clicking on the grey chevron (arrow) on the right of the item title and selecting Copy from the menu. It is not recommended to use the Move option from the menu.

1. Click on Control Panel.
2. Click on Packages and Utilities.
3. Click on Course Copy.
4. For Destination Course ID, click on Browse and select the course to copy to.
5. Check the boxes you want to copy over to the new course.
6. Click Submit when you are done.

Add a Tegrity Link in Your Menu

You can request a Tegrity link/button in your course menu by going to the UND Tech Support page.

1. Click on the A-Z tab.
2. Click on T for Tegrity and then click on Tegrity.
3. At the bottom of the page, click on the Faculty/Staff tab.
4. Click on Getting Started. Here you will find the web address to request a Tegrity button.
   a. https://apps.und.edu/course-request/

Making Your Course Available

Courses are set as unavailable to students when they are created, to allow instructors time to update the content before students see the course. To allow students to see your course when they log into Blackboard, you must make your course available.

1. Click on Control Panel.
2. Click on Customization.
3. Click on Properties.
4. Go to the Set Availability section and click section and click Yes to make the course available.
5. Click on Submit when you are done.

Create an Announcement to Welcome Students to your Course
Create an announcement for students to see when they log in to Blackboard. Check the Email Announcement setting to send a copy of the announcement as an email to students at the same time, for double the impact.

**Be a Student in Your Own Course**

Two features allow you to “see” your course as a student, and to “act” as a student. While using these features, you can see and complete work, and also view the My Grades window (the same way your students are able to). The *Edit Mode indicator* in the upper right of the screen is a toggle button to view content as your students do. The *Student Preview “eye” icon* in the upper right of the Blackboard screen is toggled to display an orange bar at the top as a reminder of your Student Preview User role (the Student Preview icon appears next to the Edit Mode indicator). Then, you can see and complete work as a student, give yourself a grade and feedback as an instructor, and view it in My Grades as a student. When grading your “student preview self”, use two different browsers to separate and see both roles at the same time—you’ll see your name in the Grade Center. Note: To retain your student data so that you can view and grade it, change the default Student Preview settings to “remember the settings” and “keep the preview user and all data.”

**Groups, Smart Views, and Group Assignment Submissions**

Once you have created groups, you can create a Smart View in the Grade Center which filters the student list using group memberships. Smart Views are useful when using groups for different class sections of a combined Blackboard course site. **Do not** select the Smart Views option when you first set up a group, as you will be unable to rename it. Set up Smart Views separately after creating groups.

When setting up Smart Views in the Grade Center under Manage > Smart Views, click the star under “Add as Favorite” so that it turns green. The Smart View for that group will then display under the Grade Center navigation menu for quick access.

Set up groups to allow one member of the group to submit assignments on behalf of all members, which also displays the file, instructor feedback, and grade to each member in the group. You have the option to change a grade for individual members, if appropriate. Use the Assignments > Submission Details section to activate it.