Checklist for Course Leaders populating their Course Organisation in Blackboard

Working through the checklist will help to ensure that you have added all relevant information to your course organisation in readiness for the new academic year.

Remember that full instructions on how to carry out any of these tasks can be found on the **Staff Guidance – How to use this Organisation page** of your course organisation.

Have you ..	Affected area	Tick when completed
Created your first welcome message to students?	**Announcements** page	
Created a folder for each student group?	**About your Course** page	
Added information, documents, web links and any other relevant content to each of the folders?	**About your Course** page	
Decided if you want to limit access to the contents of each of the folders to specific student groups? If so, you will need to set up some basic adaptive release rules.	**About your Course** page	
Given access to any other relevant members of staff to your course organisation?	N/A	
Added all relevant staff contact details?	**Staff Information** page	
Added all relevant information for Course Representatives?	**Course Reps** page	
Added a link to the course handbook?	**Course Handbook** page	
Decided if you'll include the General Discussion forum in the course. If you are using it don't forget to create a first thread. If you aren't going to use it you will need to delete the forum and then hide the link in the menu.	The General discussion forum which can be found by accessing the **Control Panel** > **Organisation Tools** > **Discussion Board** and also the **Discussion Board link** in main navigational menu.	
Added the names of the external examiners (subject and award)?	**External Examiner's Report** page	