

Course Development Checklist for Bb

Prepare Materials & Upload to Course Files

- Syllabus
- Readings
- External Links
- Image/Audio/Video Files
- Assignment Instructions
- Announcements/Messages/Email

Plan & Create Course Menu

- Plan Content Presentation
- Modify Existing Course Menu
- Create Additional Content Pages
- Organize Course Menu
- Set Tool Availability

Plan & Create Content Sections

- Plan Content Section Presentation
- Create Modules/Lesson Plans
- Create Links to Course Files
- Create Course Links to course content areas
- Create Interactive Tools Links
 - Groups
 - Discussion Forums & Prompts
 - Blogs, Wikis, Journals
 - Surveys

Create Assignments & Assessments

- Plan Assignment Documents
- Create Rubrics
- Create Assignments
- Assign Grading Settings

Set Up Grade Center

- Assign Categories
- Assign Weighting
- Determine visibility to student

Set Up Communications

- Welcome Announcement/Message
- Icebreaker Activity
- Tasks/To Do List
- Important Calendar Reminders
- Bb Student Orientation Info

Notes

Content Section Suggestions

- Create an Organizational Plan
 - Topic (Plato, Aristotle)
 - Chronology (Week 1, Week 2)
 - Category (Readings, Assignments, Discussion Boards, Blogs, Surveys)

- Additional Content Areas
 - Supplemental Readings
 - Resources (Media Players, etc.)
 - Technical Requirements
 - Contact Info (Instructor, TA(s), Office Hours, Social Media Contacts, etc.)

- Finding Help
 - Library Resources
 - Students with Disabilities Resources
 - Writing Center
 - Major/minor Requirements
 - CTSS and Learning Tech