Faculty Checklist for Blackboard Supported Courses

The following is a checklist of things to check in each of your courses that where you are using Blackboard to support teaching:

✓ In a course that you are teaching, you are not able to enroll students; they are automatically enrolled through the Student Information System. You should not enroll them in any other role.

✓ Is everything visible to the students that should be?

✓ Are items displaying in the correct order?

✓ Are the dates of availability correct?

✓ Do all of your images display?

✓ Are your assignments intact?

✓ Are your discussion boards intact?

✓ Are your assessments intact?

✓ Can you add items?

✓ Can you find your class roll?

✓ Do all of the links within your course work?

✓ Check Grade Center: Columns; Due Dates of each Assessments; Categories; Total Points; and Display of Columns

✓ Check tests & quizzes: Do tests and quizzes open properly?

*Remember that Faculty can log into Blackboard (https://learn.vccs.edu) using their ",_student" account, which is the faculty username with ','student' and the same password. The student account can only be accessed directly from Blackboard and not through myGCC. The student account is automatically enrolled in any course in which a faculty member is the main instructor.