

# Blackboard

## Beginning of Semester Checklist

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- **Course Copy** – You may choose to copy a course you taught previously into this semester’s course shell as a starting point for developing this semester’s course. For a successful copy operation be sure to “Copy links and copies of the content” to the destination course. Also you may include the starter posts from old Discussion Forums.
- **Check Content and Links in Your Courses** –Be sure to check the course menu, content items, links to external sites or the content collection and relink any items that have lost their connection.
- **Course Availability** – Courses become available to students by default 14 days before the first class date. If you don’t want students to see the course until a later date you can make the course unavailable. To open courses early there is an Instructor Requests link located within the help tab inside Blackboard or you can access the Open Course Early request form from the website: <http://louisville.edu/delphi/blackboard/bb-requests>
- **Merging Course Sections** – If you want course sections merged into one section to facilitate your teaching style, please request this before any work is done in your classes. There is an Instructor Requests link located within the help tab inside Blackboard or you can access the Merge Course Enrollments request form from the website: <http://louisville.edu/delphi/blackboard/bb-requests>
- **Request Additional Users** – If you need other faculty, staff or students in teaching support roles in your course, you need to add them each term using the Manage Users tool. Keep in mind additions in prior terms do not carry over to the current term. There is an Instructor Requests link located within the help tab inside Blackboard or you can access the Add Blackboard User to a Course request form from the website: <http://louisville.edu/delphi/blackboard/bb-requests>
- **Getting Help With Blackboard** – You can access help through the help tab within Blackboard located below the logout button.  
Faculty and staff can also contact the Blackboard Support Team by phone at 852-8833  
8 am – 5 pm, M-F, or by email: [bbsupport@louisville.edu](mailto:bbsupport@louisville.edu).  
For after hours and for student support call the IT Help Desk at 852-7997 or visit the [Help Desk](#).