



BASECAMP

	To Do	Timing	Resources and Tips
	Identify your course objectives and weekly topics	2 months prior to start of semester	Need help? Sign up for a consultation with a Delphi Center staff member.
	Develop/plan course content	2 months prior to start of semester	Need help? Sign up for a consultation with a Delphi Center staff member.
	Decide how you will use Blackboard	2 months prior to start of semester	Need help? Sign up for a consultation with a Delphi Center staff member.
	Create weekly assignments/assessments/discussion questions	2 months prior to start of semester	Need help? Sign up for a consultation with a Delphi Center staff member.
	Update/create your course syllabus	2 months prior to start of semester	Review the syllabus guidelines for your School/Unit.
	Build midsemester feedback into the schedule for the 6-7th week of class	2 months prior to start of semester	See this step-by-step resource to collecting midsemester feedback.

LAYING THE FOUNDATION

	To Do	Timing	Resources and Tips
	Post your syllabus in Blackboard	2 weeks prior to start of semester	Learn how to add a syllabus to your course .
	Have courses ready for students to view	2 weeks prior to start of semester	Hide the side menu until you are ready for students to view. This resource explains how to hide incomplete content in Blackboard.
	Write or record a welcome message for your students in Blackboard	2 weeks prior to start of semester	Share what students can expect, a little bit about you, and important dates. Learn how to post a welcome announcement .
	Blackboard opens to students automatically	2 weeks prior to start of semester	At minimum, try to post a welcome announcement and the syllabus.
	Post your "Instructor Bio" in Blackboard	2 weeks prior to start of semester	Check out this resource for tips on what to share. To set an inclusive tone, consider listing your pronouns and see this resource for more info.
	Double check website links in Blackboard and on your syllabus	2 weeks prior to start of semester	Learn how to check course links in Blackboard .
	Visit your classrooms and become familiar with technology	1 week prior to start of semester	View "Teaching with UofL Technologies" module in the Onboarding Program .

BLAZING THE TRAIL

	To Do	Timing	Resources and Tips
	Send a welcome message to your students	1st day of class or before	See this resource (including an example), for inspiration.
	Welcome students and generate excitement for your class	1st day of class	See the “Getting to Know Your Students” module in the On-boarding Program for tips. Also, see this resource for advice on a great first day of class.
	Respond to all student emails within the timeframe established in your course policies	First weeks of class and beyond	Get advice on how to manage student emails . Consider a FAQ on Blackboard to reduce student questions (see example FAQs).
	Send encouraging messages and resources to disengaged students	First weeks of class and beyond	View sample messages from Oregon State’s Academic Success Center.
	Use CardSmart or the Dean of Students’ report form to share concerns about students with UofL support staff	First weeks of class and beyond	View how to use CardSmart and how to access the DoS concern form .
	Grade and return assignments according to the timeline you established in your course policies	First weeks of class and beyond	Consider reviewing advice on how to grade efficiently .
	Send weekly announcements that “review and preview” instruction/key ideas	First weeks of class and beyond	Learn how to make an announcement in Blackboard.

ADJUSTING COURSE

	To Do	Timing	Resources and Tips
	Submit student early intervention report to CardSmart	5th week of class	View how to submit a progress report for a campaign in CardSmart.
	Collect mid-semester feedback from your students	6-7th week of class	See this step-by-step resource authored by Delphi Center staff.
	Remind students of last day to withdraw	8-9th week of class	Check the academic calendar for relevant dates.

REFLECTING ON YOUR JOURNEY

	To Do	Timing	Resources and Tips
	Encourage students to complete end-of-semester student evaluations in Blackboard	Last weeks of class	Check out Online Course Evaluations .
	Post a closing announcement with your reflections about the semester	Last week of class	Reiterate what students learned and your hopes for their continued learning.
	Post grades in ULink within 48 hours of final exam	End of semester	See how to post grades in ULink .