JAGU BLACKBOARD SHORT COURSE CHECKLIST

Contact Educational Technology Distributed Learning (ETDL) in Room 164 with questions.

WEEKS OUT	ACTION	✔
6 weeks	Contact ETDL to request creation of your course on JAGU Blackboard. Issues to address: *1. Please provide the ATRRS course number.* *2. Course start date on Bb: On what date do you want the Bb course available to students?* *3. Initial course access: How will students initially access the course (Scroller option (recommended)? Enrollment tab? Search in course catalog?* *4. Scroller design: Discuss with ETDL your ideas for the scroller logo/icon (if you will use scroller).* *5. Student enrollment options: Self-enroll? Self-enroll w/password (common)? Instructor approved?* *6. Who will be instructor/teaching assistants? Do all have Bb training?* *7. AKO accounts: Will your course have non-Army students who need an AKO account? If yes, get our detailed instructions on contacting your non-Army students with instructions on AKO account creation. You will be the sponsor and must approve their AKO account requests prior to their access to JAGU. You initiate contact with these students weeks ahead of your course to ensure all accounts are created.* *8. Will you have Bb exams? If so, discuss strategy with ETDL, and also get our Bb exam instructions.*	
3-4 weeks	If your course has non-Army students, email them the instructions on requesting an AKO account with course manager as AKO sponsor. See ETDL for instruction documents.	
	Finalize the scroller design with ETDL (if you will use scroller).	
	Begin populating the course with folders/documents/announcements (Hide content as needed).	
	Finalize with ETDL the date you desire the course be made "available" to students on Bb.	
2 weeks	IMPORTANT: Ensure the course has announcements and materials ready for student view.	
	Coordinate with ETDL to make the course available for student access. If the scroller option will be used, have ETDL launch the image on JAGU homepage.	
	Send email to all students with the course enrollment instructions. See ETDL for instruction documents. REMIND STUDENTS TO REVIEW THE COURSE TECHNOLOGY REQUIREMENTS IN THE COURSE TECHNOLOGY TAB. Include Technology pdf in your email.	
1 week	Confirm the course is operational with all announcements/materials available for student view.	
	Check course Bb roster to ensure students are accessing the course, and that all enrollees are authorized to be in the course.	
	Send final email to students explaining that final coordination/communication will be through the course in JAGU Blackboard.	
First day of resident course	Include the following in your in-class opening announcement: *1. Explain how to enroll in the course in JAGU (for those who have not yet done so). Inform students that all electronic communications during the course will be through Bb and Bb associated announcements/emails.* *2. Inform students how to reenter the course through the MY COURSES tab.* *3. Inform students that the Bb course will remain open for 30 days after the last day of the course and that a single ZIP file containing all course content will be made available at the end of the course.*	
	4. Review Bb student roster to ensure students have updated to non-AKO email address.	
During the course	Ensure all students are enrolled in Bb course (compare the ATRRS roster to the Bb student roster).	
	Disenroll any unauthorized students from Bb (compare the ATRRS roster to the Bb student roster). Emails: Review Bb student roster to ensure students have updated to non-AKO email address. *Keep ETDL informed of any Bb or related issues.*	
Last day of course	Inform students how long the course will be available to them on JAGU (normally no longer than 30 days). This will allow them to access materials for download upon return to home station, and for you to follow-up through Bb with any post-course issues/information.	
End of course	Create a zip file of all course materials and place the zip file in the Bb course for student download. Contact ETDL for zip instructions.	
	Work with VI and ETDL on posting course videos, if any, in the Bb course.	