

# Blackboard Best Practices

To maximize the efficiency of the **Blackboard Learning System**, the following are suggested **“Best Practices” for Blackboard**:

- ❖ Request a course be copied or set up a new course at least 30 days before the semester start date.
- ❖ To request a new course, go to:  
<http://www.ccsj.edu/blackboard/requestforms.htm>
- ❖ Contact the Instructional Technologist at 219-473-4377 if you are new to Blackboard to schedule a training session before the start of the semester.
- ❖ Make unused buttons unavailable to students. Go to your course site and click:  
**Control Panel / Manage Course Menu / Click on “Remove” / Click on “OK”**
- ❖ **Add information in your Blackboard course site to:**
  - ❖ Welcome students to your course site.
  - ❖ Communicate your expectations to your students.
  - ❖ Tell students what they are expected to learn in the course site.
  - ❖ Let students know where to find course materials in your Blackboard course site.
- ❖ **If your students require assistance with:**
  - \*their log in
  - \*resetting their password or
  - \*using the digital drop box and/or discussion board tools in Blackboard,  
instruct them to visit the Computer Services Help Desk in Room 414 OR  
email: [computerservices@ccsj.edu](mailto:computerservices@ccsj.edu) OR  
call x366 (if there is no answer, please instruct them to leave a message)
- ❖ Make your course available to students after your course site is completed.  
Go to your course site and click:  
**Control Panel / Settings / Course Availability / Select “Yes”**
- ❖ Make your course unavailable at the end of the semester. Go to your course site and click:  
**Control Panel / Settings / Course Availability / Select “No”**