

# Blackboard Best Practices for All Sections



Online  
Learning

## Blackboard – Best Practices

All semester classes are given a course shell in Blackboard through an automated process that starts with Course Scheduling. Per the Faculty Appendix, all faculty are required to use Blackboard to support student success by completing these tasks in each semester section and making sections available to students:

### Post Syllabi in Blackboard

All faculty are required to [upload a syllabus](#) developed from an [approved syllabus template](#) to each course section's Syllabus area in Blackboard and [make their course sections available](#) to students. The instructions for these processes must be followed exactly to ensure that students and the college's auditing system can find the syllabi.



### Regularly Use Communication Tools

Use Blackboard's [Announcement](#) or [Email](#) tools to send a course introduction, getting started instructions, or regular notifications to help learners stay on track.

### Post Faculty Contact Information

[Customize the Contacts tool](#) in your course to make your email, phone number, and office hours readily visible to students.

### Share Learning Plans – Content and Activities

Use Blackboard to share content or tools to facilitate instruction based on [learning plans](#). You may use [Items](#), [Files](#), [Weblinks](#), [Content Areas](#), and [Content Folders](#) to support this task.

### Set Up Career Essentials Assessment

Faculty are required to set up a Career Essentials Assessment in their courses with an aligned Career Essentials rubric and goal. See the following resources to learn how to set up the assessment and score student performance. If you have questions about this process in Blackboard, contact your campus [Faculty Support Liaison](#) for consultation.

- [Adapting Career Essentials Evaluation to Your Course Assessment Strategy](#)
- [Career Essentials FAQ](#)

### Set Up Your Grade Center

Set up your course's Grade Center to provide regular grades and feedback to students throughout the semester. See the [Best Practices in Grade Center Management guide](#) to learn how this is done.

For more tips to supporting effective and efficient learning, see [Best Practices for Student Success](#).