



From the kitchen of: Daniel Smith



What's cooking: Blackboard Efficiency Hacks

INGREDIENTS

Blackboard Course Shell

Course Tools —> Date Management

Announcement —> Time announcements

Academic Calendar

Course Schedule

METHOD

Course Tools —> Date Management

1. Copy an existing course into a new semester's course shell
2. Go to >Course Tools, >Date Management
3. Select the type of date management you would like to do:
 - A. Use course start date
 - B. Adjust by number of days
 - C. List all dates for review
4. Follow the prompts to adjust your course content and tools to the new semester's academic calendar

Announcements —> Timed Announcements

1. Write announcements for important course schedule events
2. Go to >Course Tools, Announcements, >Create Announcement
3. Select Date Restrictions (Display After)
4. Add appropriate Course Link, >Click Submit