

# Brightspace Course Prep Checklist

This is a resource for prepping a course that was migrated from Blackboard. [Click here to access the Brightspace Course Prep page on the eFaculty Blog.](#)

## 1. Organize Your course Content

- Move folders to the Lessons

## 2. Start Here Folder

- Remove any references to **Blackboard**
- Check **syllabus** for any references to Blackboard

## 3. Materials

- Update any **book/publisher links**
  - Delete old links in both the **weekly folders** and the **Grade Book**
- Check all **material and video links**

## 4. Assignments/Discussions/Quizzes and Tests

- Check **Assignments**
  - Check **Submission & Completion** settings
- Check and relink **discussion forums**
- Make **quizzes/tests available**
  - Check **test pools linkage**
  - Check **Timing & Display** settings
  - Check **Evaluation & Feedback** options

## 5. Rubrics

- Check **rubrics** for correct point values

## 6. Announcements

- Check **dates, layout,** and remove **Blackboard references**

## 7. Grade Book

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- Delete imported **Blackboard Categories**
- Add **Total Letter Grade**

## **Weighted Grade Book**

- Use **Setup Wizard** to adjust settings
- Check **categories and weighting**

## **Points-Based Grade Book**

- Use **Setup Wizard** to adjust settings
- Check **categories**

## **8. Manage Dates**

- Check and set due dates, start, and end dates

## **9. Activate Your Course**

- Ensure course is **active and visible** to students