

## Blackboard Employee Education Course Roll-out Checklist

Please use this checklist after your course development is complete and you are ready for employees to take your course.

1. Once your course development is complete, review the course for issues, e.g. check adaptive release rule issues, attachment issues, or typos. Note that this review does not replace the testing step below, which is required for quality assurance.
2. Email [Online Learning](#) with a request to configure the Blackboard-HRMS bridge link. Include the name of your course and the criteria for linking (e.g. Score of 90% or greater on Test A or Document A marked reviewed)
3. Make your course available. To make a course available, go to the “My URM” tab. On the right hand side list of courses, click on the red “X” to change that to a green “O”.
4. Obtain a one-click enrollment URL for your course and create a self-enrollment instructions document. See tutorial video: [Creating a Self-Enrollment URL for your Course \(3:34\) \[Flash\]](#)
5. Quality Assurance: Test and/or pilot your course. Have your course (including your enrollment instructions) tested by one or more people. This step is required to ensure that everything is working properly. Be sure to test both a failed test and a passing test to ensure that your adaptive release rules are working.
6. Fix any issues found during test/pilot.
7. Roll-out: Email the self enrollment instructions to the target audience group. In addition, the one-click URL can be added to your intranet pages as appropriate. Note that for annual courses a separate course, URL, and instructions need to be created each year. Annual courses are those that an employee needs to re-take each year such as Mandatories.

Please contact [Online Learning](#) for any questions. Thank you!