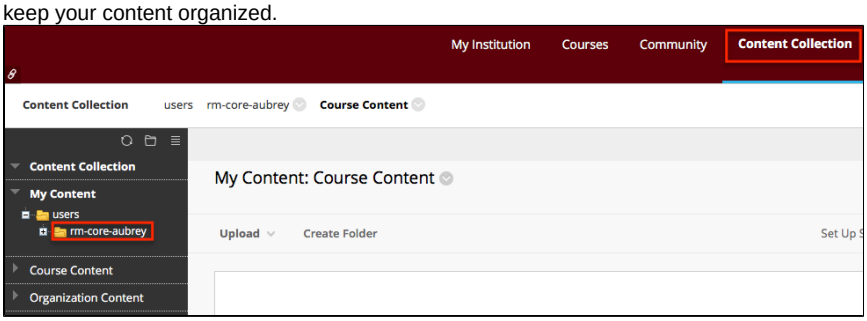
Best Practices for Building and Managing Course Content

This is a list of recommended best practices to use while building and managing your course content.

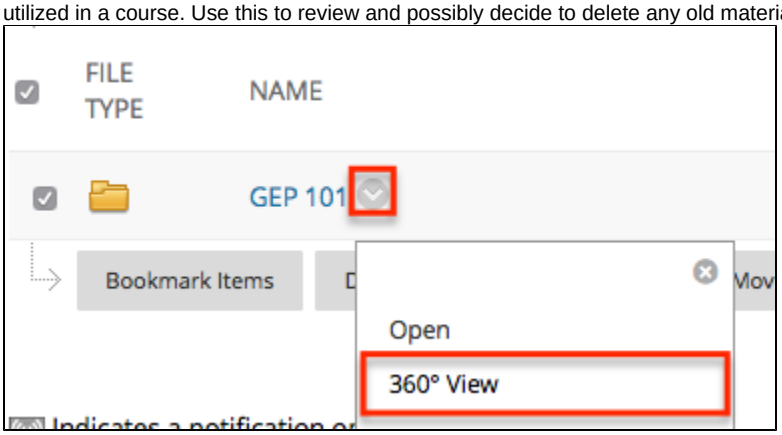
Related articles:

- Page:Best Practices for Blackboard Collaborate Moderators
- Page:Best Practices for Folder Organization
- Page:Best Practices for Using Master Courses
- Page:Best Practices for Building and Managing Course Content
- Page:Best Practices for Designing Engaging Content

1. **Use the Content Collection to your advantage.**
   If you're building a new course, start by uploading all of the documents you need to a folder in your Content Collection, and then link those files in your Master Template course. Check out our Best Practices for Folder Organization to learn more about the best ways to keep your content organized.



2. **Use the 360° View in the Content Collection.**
   360° View can let you know if files in your personal My Content folder are actually being utilized in a course. Use this to review and possibly decide to delete any old material.



3. **Organize your course using the organizational tools.**
   Use the organization tools in your course (Content Areas, Folders, etc...) to keep the course neat and easy for students to find the resources they need.

4. **Attach files as an Item.**
   You can attach as many files as you'd like to a single "Item" either using the paperclip in the text box or the attachments option. Upload to the Content Collection and then link to the files!

5. **See what students see with Student View.**
   Utilize Student Preview to explore your course as a student would. Is everything laid out in a way that makes resources easy to find? Are your tests and assignments accessible and set up the way you intended?

6. **Communicate with your textbook publisher.**
   If you use publisher content or test sites in your course, such as Pearson REVEL or McGraw-Hill, you may find quicker support by contacting them directly. See our list of support numbers on the Publisher and 3rd Party Tools Support Contact Information article. We also have documentation on some of the more common Publisher & 3rd Party Tools.

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891