

1**Update Midterm Information**

Ensure that all Midterm information, including [announcements](#), exam schedule, and instructor contact information, is current and accurately reflects the upcoming course activities.

2**Check and Update Content**

Review all course materials, such as lectures, readings, and study guides, to ensure they are up-to date and relevant. Replace any broken links or outdated media and materials with recent versions.

3**Check Content Release Dates**

Check your visibility and due dates for your course content and assessments. Update them as necessary. You may need to check release conditions separately if you apply multiple rules or release by groups.

4**Set Up and Review the Exams**

Check the [content](#) and [settings](#) for exams. It is very important to check the [Assessment results](#); these settings control what students see after they submit the exam. Use the [Student Preview](#) mode to check the exam.

5**Confirm Respondus Lockdown Browser**

If you copied over Respondus Lockdown Browser or Monitor exams, you must [access the Respondus Lockdown Browser Dashboard once](#) before students can start taking exams.

6**Set Up and Review the Gradebook**

Ensure the Gradebook matches the items and calculations prescribed in your syllabus. Testing your grade book calculations is a good idea, especially after making changes. Use the [Student Preview](#) mode to generate a dummy account. Return to the instructor mode and input grades for your preview account to test the calculations.

Please let us know if you have any questions or concerns at
BlackboardHelp@uams.edu.