Your Blackboard Module Site: Readiness Checklist

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| **Blackboard module site name/ID:** |

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| 1. **Every taught module has a Blackboard module site**
 |
| [ ] yes  | [ ] no | The site exists (if it is a brand new module, you will need to [request a module site to be created](https://telhelp.shu.ac.uk/requesting-new-or-copying-existing-sites)) |
| [ ] yes  | [ ] no | Any other digital teaching tools used are linked to from the Bb site (e.g., Pebblepad, Padlet, etc.) |

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| 1. **Sites are easy to navigate and provide access to core information**
 |
| [ ] yes  | [ ] no | My site menu has the following content areas in the order set out below:* Module Home Page
* Using this Site
* Module Documents
* External Examiner (hidden to students)
* Staff Details
* Learning Materials
* Assessment
* Reassessment (to be made available at reassessment time only)
* Support Resources
* My Grades
* Student Voice
* Blackboard Help
 |
| [ ] yes  | [ ] no | Content areas, folders and items are named meaningfully and organised for easy navigation |
| [ ] yes  | [ ] no | I have ensured that essential module information is easy to locate |
| [ ] yes  | [ ] no | I have checked that essential module information is up to date for the current delivery |
| [ ] yes  | [ ] no | My learning materials have been/will be uploaded at least 24 hours in advance of the session |
| [ ] yes  | [ ] no | My site’s [Reading List Online](https://telhelp.shu.ac.uk/reading-lists-online-rlo) is available and up to date |
| [ ] yes  | [ ] no | All [hyperlinks on my site](https://telhelp.shu.ac.uk/create-links-urls-web-sites) work and are meaningfully described |
| [ ] yes  | [ ] no | All information and resources are up to date |
| [ ] yes  | [ ] no | Video and audio content such as lecture recordings are stored in [the site’s Panopto folder](https://blog.shu.ac.uk/digitallearning/get-support/panopto-guides/)  |
| [ ] yes  | [ ] no | Past student feedback about the module has been added to [the site’s Student Voice area](https://telhelp.shu.ac.uk/threshold-standard-sites-easy-navigate-provide-access-core-information#SN8) |

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| Record any notes and follow-up actions in this section. Need support or have questions? Contact the Digital Learning Team at digitallearning@shu.ac.uk  |

[Continued overleaf]

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| 1. **Communication is clear and sets expectations for engagement**
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| [ ] yes  | [ ] no | [A welcome announcement](https://telhelp.shu.ac.uk/postcreate-new-announcement) introduces the module to students and signposts to key content |
| [ ] yes  | [ ] no | My site explains how students should engage with its content, and how often |
| [ ] yes  | [ ] no | Students are provided with any support, guidance, and instructions they need to engage with both content and learning activities |
| [ ] yes  | [ ] no | My site informs students how they will be told about key information e.g., last minute room changes, lecture preparation, deadline reminders etc.  |
| [ ] yes  | [ ] no | My site includes up-to-date contact information and availability details for all staff relevant to the module |

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| 1. **Assessments and feedback are clearly presented (further info at** [**Assessment and feedback guidance)**](https://telhelp.shu.ac.uk/threshold-standard-assessments-feedback-clearly-presented)
 |
| [ ] yes  | [ ] no | Assessment criteria and arrangements for submission are provided at the start of the module, including as a screencast or equivalent accessible medium |
| [ ] yes  | [ ] no | The site provides information on how, when, and in what format students will receive assessment feedback |
| [ ] yes  | [ ] no | Submission points are correctly set up and match [name/date information etc. in SITS](https://curriculumview.shu.ac.uk/) for summative assessments (link available on campus or via VPN only) |
| [ ] yes  | [ ] no | Any other assessment facilities e.g., [Turnitin](https://telhelp.shu.ac.uk/set-turnitin-assignment-students-submit), [online tests/quizzes](https://telhelp.shu.ac.uk/build-test-blackboard) and [PebblePad ATLAS links](https://telhelp.shu.ac.uk/accessing-pebblepad-through-blackboard) are correctly set up |
| [ ] yes  | [ ] no | Each assessment task has an interactive Q&A facility e.g., via a [blog](https://telhelp.shu.ac.uk/shared-blogs-overview), [discussion board](https://telhelp.shu.ac.uk/discussion-boards-overview), [Padlet](https://blog.shu.ac.uk/digitallearning/get-support/padlet/) etc. |
| [ ] yes  | [ ] no | Grade Centre is/will be used to publish provisional marks to students |
| [ ] yes  | [ ] no | Feedback is/will be provided on each assessment task via the Blackboard site |

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| 1. **Materials are accessible**
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| [ ] yes  | [ ] no | [The SCULPT Model](https://telhelp.shu.ac.uk/threshold-standard-materials-accessible) has been followed from the outset to ensure materials are [digitally accessible](https://blog.shu.ac.uk/digitallearning/accessibility/)  |
| [ ] yes  | [ ] no | Any files produced in Microsoft Office applications (Word, Excel etc.) have been [accessibility checked](https://support.microsoft.com/en-gb/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f)  |
| [ ] yes  | [ ] no | I have used [the Blackboard Ally accessibility checker](https://blog.shu.ac.uk/digitallearning/get-support/help-with-digital-learning-technologies/blackboard-ally/) to find and correct issues |
| [ ] yes  | [ ] no | Files have been uploaded in their standard format (e.g., not changed to PDF before upload) |
| [ ] yes  | [ ] no | Any video and audio recordings have a transcript/subtitling available |

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