

Approved April, 2021

## Blackboard Course Checklist

<i>Faculty Requirements</i>	<i>Description</i>	✓ <i>Complete</i>
Blackboard Shell Clean	The content, announcements, gradebooks, and all other materials are current (no information remaining from past semesters).	<input type="checkbox"/>
Start Here page	Upload your syllabus in <b>Word</b> Format Syllabus is in compliance with UA-PTC standard syllabus template Update required material section	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Faculty Information page (QM 1.8)	Add faculty information Contact information (email, phone, etc.) Email reply policy 2 business days. Contact policies / Preferred method Office hours/location Qualifications Background information Personal introduction	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Announcements (QM 1.1)	Personalize the standard announcement with the course information, your name, and preferred contact information. <b>Instructions in the first announcement should direct students on how to get started in the course and where to find various components.</b> Recommended weekly postings.	<input type="checkbox"/>

## Instructor Resources and Verification Form

Course Schedule	Upload a copy of your complete course schedule in the Start Here menu and under the Course Schedule menu link in addition to the schedule included in the syllabus. Recommended adding specific dates and weeks to the course schedule.	<input type="checkbox"/>
Attendance Artifact and Grading Verification	Use UA-PTC Course Agreement or create a gradable attendance artifact (i.e. syllabus quiz, course agreement form) for students to complete within the first week of class prior to withdrawal date. Verify <b>attendance artifact is graded</b> in gradebook. Verify <b>grading policy of 1 week under the "Needs Grading"</b> section.	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
Course Content (QM 8.3 - accessibility)	Use the "Build Content" and "Assessments" menus to add content. When adding documents or links to a course, select the option <i>open in new window (_blank)</i> to ensure students using screen readers can access the information. With this option, all attachments open in a new tab. Students screen readers will not automatically go to the new tab so be sure that you explain that links will open this way. All items added need to be in word document. Under Course Content modules or weekly content is identified. Assignments are clearly identified.	<input type="checkbox"/>
Create a discussion thread in the discussion board (online faculty) (QM 1.9)	During the first week of class in an online course, <b>instructors must include a public discussion thread which requires peer-to-peer interaction and 100% instructor interaction with each, individual student in thread or gradebook comments.</b> Every discussion after that should show instructor presence.	<input type="checkbox"/>

Colors, graphics, fonts (QM 8.4)	To assist with readability, limit font styles to 1 or 2 selected from the Standardized Digital Course Style guide; do not rely on color to convey meaning. Assure that font size and style are selected to maximize legibility. Select graphics that are appropriate for college-level students.	<input type="checkbox"/>
Supplemental Content	<b>Course content should be supplemented</b> with items beyond lecture notes that could include any of the following: an attention getter or hook to maintain the attention of the students; ADA compliant videos or other visual content; elements that include storytelling (this is one excellent way to connect with others and share information); adding quizzes via games, songs, or other low stakes methods; or keep the course warm (conversation, activities, and academic actions flowing between students and all parties in the course).	<input type="checkbox"/>
Transcripts or closed captioning (QM 8.3)	<b>Transcripts or closed captioning</b> should be included for all video and audio materials added to your course. Note: YouTube videos often contain closed captioning.	<input type="checkbox"/>
Feedback Policies	All instructors have one week to provide feedback on assignments unless otherwise noted differently according to the Dean.	<input type="checkbox"/>

\*Templates for these items are available in the Instructor Resources menu link under Templates.

\*If you need help, please view the instructional materials in Instructor Resources.

### References

Baker College Instructor Course Readiness Checklist

Quality Matters™ Rubric Workbook for Higher Education (5th ed.). (2014). Annapolis, MD: MarylandOnline, Inc.

Updated: January 2021