

Checklist of Structuring Course Content in Blackboard

Overview:

The purpose of this checklist is to aid our instructors in the Faculty of Computing and Information Technology in Rabigh (FCITR) for organizing their course content in Blackboard system.

Note:

The checklist is based on a previous document named "Proposed Guidelines for Structuring Content in Blackboard". Therefore, you should revise the document before using this checklist for your course(s).

1. Getting Started Section	Yes	No
Do you type <u>Welcome</u> post?		
Do you provide a link to <u>the Student Support section</u> ?		
Do you type <u>Student Guide to Blackboard</u> post?		
Do you include the <u>Code of Ethics</u> image post?		
2. Course Information Section		
Do you type the <u>Textbook</u> post for the course?		
Do you type the <u>Course Policies</u> post?		
3. Contact Professor Section		
Do you type your <u>Email Address</u> ?		
Do you type your <u>Office Location</u> ?		
Do you type your <u>Office Hours</u> ?		
Do you type your <u>Personal Link</u> ?		
Do you type your <u>Notes</u> ? (Optional)		

4. Announcements Section

Do you type <u>Greeting</u> post?		
Do you type <u>Introduction to yourself</u> post?		
Do you announce <u>quiz reminder</u> for your students?		
Do you announce <u>exam reminder</u> for your students?		
Do you announce <u>assignment reminder</u> for your students?		
Do you announce <u>lecture suspensions</u> for your students if occur?		
Do you announce <u>lecture cancelations</u> for your students if occur?		

5. Calendar Section

Do you type <u>quiz</u> events?		
Do you type <u>exam</u> events?		
Do you type <u>assignment due date</u> events?		

6. Learning Materials Section

Do you Organize your course content into <u>folders</u> ?		
Do you have a clear structure (<u>slides, exercises and related links, etc.</u>) in each folder?		

7. Assignments Section

Do you upload <u>assignment questions</u> for your students?		
Do you allow your students to <u>upload their answer</u> ?		
Do you provide <u>assignment due dates</u> for your students?		
Do you provide <u>total grades</u> for your students?		

8. Forum Section

Do you create the General Discussion board?

Do you create Questions and Inquires board?

9. Grade Center Section

Do you provide quiz marks for your students?

Do you provide exam marks for your students?

Do you provide assignment marks for your students?

10. Student Supports Section

Do you provide a link to How to Use Blackboard?

Do you provide a link to the KAU Student Charter?

Do you provide a link to the KAU Student Code of Conduct?

Do you provide a link to the Student Service Center?

Do you provide a link to KAU Library Services?

Instructor Information:

Name:

Department:

Signature: