

# Blackboard learning site design checklist

Online unit development		This unit	
Unit components		Yes	Action?
<b>1</b>	<b>Unit overview and introduction: The overall design of the unit is made clear to the student at the beginning of the teaching session.</b>		
	Unit instructions make it clear how to get started and where to find various unit components.		
	Students are introduced to the purpose and structure of the unit, including the role of online and face-to-face components.		
	When the teaching session starts, a self-introduction from each of the unit's teaching staff is current and available.		
	Students are asked to introduce themselves to the class, where feasible.		
<b>2</b>	<b>Learning support: The unit clearly indicates how the student accesses and engages with learning support provided by the teacher and the university.</b>		
	Expectations for teacher response time and assistance are stated clearly.		
	Expectations about the use of communication tools in the unit are clear to students.		
	Requirements for student participation are clearly articulated.		
	Expectations for student conduct online and in class are clearly stated.		
	The unit facilitates student access to University services (technical, academic, student services) essential to student success.		
<b>3</b>	<b>Unit organisation and access: Unit organisation and presentation fosters student access to learning materials and resources.</b>		
	Navigation throughout the online components of the unit is logical, consistent, and efficient.		
	Minimum technical access and skills expected of the student are clearly stated and students have ready access to the technologies required.		
	Text on the e-learning site can be read easily.		
	All unit components (content, interaction/experience, support, assessment) are easily accessible, obtainable and useable by students.		
	Unit instructions comply with university accessibility policies.		
	Readings and other resources provided in the unit are compliant with University legal requirements.		
	The relationship between the learning materials and resources and the learning activities is clearly explained to the student.		

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4	<b>Assessment: Assessment participation and submission is clearly explained to students.</b>		
	Clear instructions indicate where students access assessment tasks.		
	Assessment marking criteria and rubrics are clear and easily accessible.		
	Clear information exists on how assessment feedback is provided and accessed.		
	Clear instructions indicate where and how students submit assessments		
	The unit grading policy is clearly stated.		