Blackboard Course/Shell Checklist

Course: _____   Date: _____

A. Course Setup and Information	Yes	No	Notes
A1. No more than 4 customized menu items			
A2. Start Here Message updated			
A3. Welcome Message added			
A4. Updated syllabus (specific to course) located on Start Here page			
A5. Current Instructor bio with picture and/or video with preferred method of contact stated			
A6. "Course Tour" item or video included			
A7. Course Schedule with due dates included			
A8. Netiquette section included in the course or in the syllabus			

B. Assessments (Assignments/Tests/Quizzes, etc…)	Yes	No	Notes
B1. Include clear, detailed instructions/expectations and guidelines			
B2. Variety of assessments used (tests, quizzes, discussions, assignments, projects, written assignments, activities, labs, etc.)			
B3. Due dates updated for all assessments			
B4. Availability dates/times updated (if used)			
B5. Rubrics or grading documents used that explains criteria for how each assessment will be evaluated			
B6. Introduce Yourself Discussion Board included			

C. Gradebook	Yes	No	Notes
C1. Weighted Column created and set as External			
C2. Set as percentage			
C3. Calculations equal 100% and match what is stated in Grade Computation area of syllabus (wording and weight)			

D. Weekly Modules	Yes	No	Notes
D1. Includes brief title and date range			
D2. "To Complete this Module" or Module Overview item used within each Module as first item			
D3. Module Objectives and tasks stated			
D4. Segments within each Module are manageable and consistent, easily navigated			
D5. Variety of instructional material (readings, videos, PP, lectures, etc.)			

D6. Each Module provides opportunity for interaction (assignment, test, quiz, Discussion Board, etc...- this will make attendance tracking easier)			

E. Design and Navigation	Yes	No	Notes
E1. Consistent Design (Modules, items, etc...)			
E2. Logical and uncluttered layout that is easy to navigate			
E3. All Modules contain needed items (readings, videos, PP, assessments, etc. to avoid clicking in multiple places to access materials			
E4. Large blocks of information divided into manageable sections			
E5. All internal/external links are functional and link to the correct pages			

F. Accessibility & Usability	Yes	No	Notes
F1. Closed Captioning (CC) included for videos (if CCP or EC students in the course, remember to email Lynn Epps the website urls for any new videos that you may have added to the course)			
F2. Alt tag and/or descriptions for images			
F3. Ally accessibility scores is 80% or higher on all files			
F4. Web links include descriptive names (avoid stating "click here")			