

Make Your Blackboard Course, Semester Ready!

FACULTY CHECKLIST

[ADAPTED FROM ONLINE COURSE TEACHING AND BUILDING RUBRIC (OCTBR) V. 3.0 FOR HEALTH SCIENCE INSTRUCTORS (WEILAND & KLOQUES, 2018) AND QUALITY MATTERS HIGHER EDUCATION RUBRIC, FIFTH EDITION (2015).]

A new semester can be exciting, but it can also be overwhelming to prepare your Blackboard courses and make them semester ready! Here is a checklist to help you keep track of your ‘to-do’ list for your courses.

**Adapted from Standards from the QM Education Rubric, Sixth Edition*

GETTING STARTED

- ☐ The course is requested through AccessUH ‘Blackboard TA & Course Requests’.
- ☐ If course has to be copied from previous semesters, then ‘Copy from my previous course’ is selected under the template option and specify the semester the course needs to copy from.
- ☐ The course for the current semester is visible in Blackboard.
- ☐ If more than one faculty is teaching the course, then additional faculty are added through CRS or the college instructional designer is requested to do so.
- ☐ If the course is copied from a previous semester, all the content has copied over correctly. If not, contact the college instructional designer.
- ☐ The course is made unavailable if not ready for students to access it. Go to Course Management Control Panel > Customization > Properties > Set Availability > No
- ☐ Make sure to change the availability of the course by clicking ‘Yes’ in Course Management > Control Panel > Customization > Properties > Set Availability

SYLLABUS

- ☐ Check if the syllabus template is the most current ([Q:\CCNE\CCNE CONFA2018toPresent\STD III Curric_Teach-LearnPrac\KeyEl_III-A CurricStudOutcomes\](#)).
- ☐ Check if the correct syllabus template is used (for eg., undergraduate, graduate, combined etc.).
- ☐ The syllabus is provided in Word and PDF format with updated faculty email, office telephone and times for office hours are listed.
- ☐ The syllabus is provided in Word and PDF format with an overview of the course explaining the course’s purpose and learning objectives, expectations for students work, a schedule with due dates for assignments and a detailed breakdown of assignments.
- ☐ Prerequisites and other requirements, including any technical requirements, are summarized for students.
- ☐ *Course and/or institutional policies with which the learner is expected to comply are clearly stated within the course, or a link to current policies is provided.
- ☐ *All instructional materials such as the required and/or optional/recommended readings used in the course are current and are appropriately cited.
- ☐ *Minimum technology requirements for the course are clearly stated, and information on how to obtain the technologies is provided.

- ☐ *Computer skills and digital information literacy skills expected of the learner are clearly stated.
- ☐ The syllabus is provided in Word and PDF format with updated faculty email, office telephone and times for office hours are listed.
- ☐ *The course grading policy and scale are clearly stated.
- ☐ Specific and descriptive criteria and rubrics to evaluate students' work is provided.
- ☐ If the course is a UG course, a syllabus in PDF format is uploaded to the Peoplesoft registrations system.

LEARNING OBJECTIVES

- ☐ *The course learning objectives, or course/program competencies, describe outcomes that are measurable.
- ☐ *The module/unit learning objectives or competencies describe outcomes that are measurable and consistent with the course-level objectives or competencies.
- ☐ *Learning objectives or competencies are stated clearly, are written from the learner's perspective, and are prominently located in the course.
- ☐ *The relationship between learning objectives or competencies and course activities is clearly stated.
- ☐ *The learning objectives or competencies are suited to the level of the course.

COURSE HOMEPAGE

- ☐ UH College of Nursing course banner is used for the homepage.
- ☐ The structure of the course homepage follows the format from top to bottom: Faculty information, Course Overview, Course Objective, Syllabus and Course Schedule (if not included in the syllabus)
- ☐ No other information besides the above is placed on the course homepage.

COURSE MENU PANEL

- ☐ The structure of the course menu panel on the left follows the same pattern as the template: Course homepage | Announcements | Divider | Course Content | Assignments | Discussion Board | Divider | My Grades | Divider | Email | Library Information | Blackboard Help | Proctoring Services

ANNOUNCEMENTS

- ☐ Old content from Announcements is deleted.
- ☐ A welcome message is provided in the Announcements with faculty introduction, and introductory instructions for requirements of the course.

START HERE FOLDER

- ☐ A course introduction and guidelines are noted in the top-level folder (Start here: Introduction) in the course content.
- ☐ *Instructions make clear how to get started and where to find various course components.
- ☐ *Learners are introduced to the purpose and structure of the course.
- ☐ *Communication expectations for online discussions, email, and other forms of interaction are clearly stated.

COURSE CONTENT ORGANIZATION

- ☐ The structure of course content modules is consistent and easily navigated, i.e. (1) **Module Objectives** listed, (2) **PowerPoints folder** with lecture PowerPoints and recorded lecture video links, and (3) **Resources folder** with other instructional materials such as articles, links to videos and webpages.
- ☐ Navigation text labels are descriptive yet concise (eg., Module 2: The Circulatory System)
- ☐ Navigation is chunked based on sequence of instruction, and there are **no more than 2 clicks** for students to access the instructional materials.
- ☐ Tools and links that are not relevant or useful have been removed.
- ☐ Full instructional materials (content reading, recorded lectures, PowerPoints, additional resources, assignments) are available for at least the first **four weeks** of the course, and clarifications are made when additional materials will go live.
- ☐ The dates and times to open modules is set in advance.
- ☐ *The instructional materials contribute to the achievement of the stated learning objectives or competencies.
- ☐ *The relationship between the use of instructional materials in the course and completing learning activities is clearly explained.
- ☐ *The instructional materials are current.
- ☐ All instructional materials and resources, if not original, are cited to their original source, from texts to websites, to multimedia.
- ☐ All web links for instructional materials are active and working.
- ☐ The course content and structure are reviewed using the **Student View** icon.

DISCUSSION FORUMS AND LEARNING ACTIVITIES

- ☐ All previously copied discussion board content is deleted.
- ☐ A welcome/introductory message is posted in the discussion board to welcome students, introduce yourself, the course and other requirements and some tips for succeed in the online course.
- ☐ *The learning activities promote the achievement of the stated learning objectives or competencies.
- ☐ *Learning activities provide opportunities for interaction that support active learning.
- ☐ *The instructor's plan for interacting with learners during the course is clearly stated.

ASSIGNMENTS/ASSESSMENTS

- ☐ *The assessments measure the stated learning objectives.
- ☐ A rubric / template is provided to assist students with the assignment.
- ☐ A Dropbox for submitting the assignment is provided corresponding to the related module (eg., Assignment 1: Name of Assignment)
- ☐ Past student samples are provided that represent excellent work.
- ☐ For copied course materials, assignment dates can be changed from course calendar or grade center (Grade Center > Manage Grading Periods and create new grading period with semester start and end dates).

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TECHNOLOGY LITERACY

- ☐ Necessary technological tools are defined in the course, along with resources that can help students with support to learn the tools used.
- ☐ *The tools used in the course support the learning objectives and promote learner engagement.
- ☐ *The tools are current and readily obtainable.

LECTURE VIDEOS

- ☐ Follow the Panopto video lecture naming convention (NURS0000 TopicName SemesterYear; eg., NURS4314QuantativeDataAnalysisSP20)
- ☐ Create a course folder (NURS 0000) for each of the courses to house related video lectures
- ☐ Transcript and closed captions are available for the video.
- ☐ Video time - No more than 20 minutes

For more information on improving lecture recordings: <https://www.panopto.com/blog/5-easy-tips-improving-lecture-recording/> and <https://www.panopto.com/blog/5-easy-steps-for-producing-better-e-learning-videos/>

GRADE CENTER

- ☐ Old grade columns are removed if not connected to assignments.
- ☐ Grade columns for Turnitin assignments cannot be deleted but have been hidden.
- ☐ Assignments are re-ordered chronologically in the grade center.
- ☐ Average total and weighted columns are checked that they tally with the correct assignments and the grading scale.

LIBRARY RESOURCES

- ☐ The library website is linked in the course menu panel. (<http://guides.lib.uh.edu/nursing>)

BLACKBOARD SUPPORT

- ☐ There is a link to the university Blackboard support FAQ and how-to pages. (<http://www.uh.edu/blackboard/help/>)
- ☐ The email, telephone number and website for the university's technical support is provided. (<http://www.uh.edu/blackboard/support/>)

PROCTORED EXAMS

- ☐ There is a link to information on the university Proctoring services for online students. (<http://www.uh.edu/online/students/proctoring-students.php>)
- ☐ The verbiage on the Proctoring content area matches the required Proctored Exam Statement as follows:

The University of Houston's Online & Special Programs (OSP) office facilitates all off-campus proctoring services for online students at the University. Information about proctoring and how to submit a proctoring request form can be found on the Proctoring Services page, <http://www.uh.edu/online/students/proctoring-students.php>. Prior to submitting a request, students should read and understand the proctoring processes and requirements.

Questions or concerns about proctoring services can be directed to the OSP office at 713-743-3327 or proctoring@uh.edu. Hours of operation are Monday-Friday, 8:00 a.m.- 5:00 p.m., except for University holidays.