



WPUNJ Faculty Guide to Bb: Best Practices Checklist

This document represents the best practices to be used when creating Hybrid/Distance learning courses using Blackboard. Every point may or may not apply to your course.

Announcements:

- Have I included reminders of online events (chats, threaded discussions, etc.)?
- Have I included time and place of the first on-campus meeting if this is a hybrid?
- Have I included a reminder for students to either check their William Paterson University email accounts or forward their William Paterson University accounts to any other email accounts they may be using?
- Have I continued to update the announcements as the year went on?

Syllabus:

- Have I clarified class-meeting times if this is a hybrid?
- Have I included the prerequisites of the course?
- Have I included text and materials needed?
- Have I included the requirements and deadlines for the course?
 - Exams
 - Quizzes
- Have I included anticipated learning outcomes and assessment criteria?
- Have I included both my expectations and the expectations the students may have of me in this course?
- Have I included assignment submission procedures?
 - Online submission (Assignment Manager or Digital Drop Box)
 - Email
 - Paper copy
- Have I included an adequate course description?
- Have I included information on the course's geography - where to post, where to find assignments?
- Have I included relevant institutional policies and resources?

Faculty/Staff Information:

- Have I included my photo?
- Have I provided my contact information?
 - Office hours and location
 - Email address
 - Phone/fax number
- Have I created a link to my personal homepage?
- Have I included my staff information?
 - My TA
 - Other instructors
- Have I provided a link to the BB help site?
(<http://euphrates.wpunj.edu/bb/sc/>)

Course Documents:

- Have I chosen an organizational scheme for my components (e.g., By week, by topic, or whatever other method I have chosen)?
 - Folders
 - Subfolders
 - Documents
 - Links
- Have I chunked information appropriately?
- Have I integrated hyperlinks?
- Have I included sample student projects and assignments if applicable?
- Have I included all necessary materials?
- Have I addressed different learning styles?
- Have I provided enough practice exercises?
- Have I included a glossary or list of key words?

Getting Started

Bb Course Creation

Course Activation

Loading Users

Help/Training

Logging On

Advisory

Faculty Guide to Bb

Bb Support Center

Bb Institute

Bb Home

- Is the description given to the course documents

Assignments:

- Are the practices and exercises relevant?
- Have I coordinated (or synchronized) the assignments and due dates?
- Have I decided on testing procedure?
 - Online quizzes
 - Onsite quizzes
- For online quizzes, have I considered the following:
 - Are the questions easily understood?
 - Have I tried out the questions beforehand?
- Have I prepared
 - The questions
 - Corresponding points
 - The correct answers
 - Correct feedback
- Is the feedback easily understood?
- Is the feedback both corrective and constructive?

Communication:

- Have I chosen a communication protocol?
 - Synchronous (virtual chat)
 - Asynchronous (discussion board and email)
 - Both
- Have I planned a strategy for the discussion boards?
 - Have I determined ways to encourage the students to participate?
 - Have I come up with topics for the discussion boards?
 - Have I given the forums a descriptive name?
 - Have I set up a forum where students can introduce themselves to the class?
 - Will I allow the students to start a new thread on the discussion board or do I want them to respond only to my threads?
- Have I planned a strategy for the virtual chats?
 - Have I set up times for the chat to take place?
 - Have I split the class into groups for the chat (small groups are easier to manage on the chat feature)?
- Will I be using the Virtual Chat during office hours?

Evaluation:

- Have I set up a course evaluation tool in the Assessment Manager?