

Example of an Advanced Blackboard Programme Site

Consider using **announcements** to alert students to new postings on the site, job adverts, news items and important events.

Consider recording a short **introduction** and include a transcript for accessibility reasons; indicate how the site will be used; and, if appropriate, add induction materials.

You may have a Programme-level **reading list**; consider using the new Reading List software and adding it to this content area.

Add all teaching **staff details** for the programme, including their roles. Consider adding support contacts such as Information Point, Student Advisers and the Library.

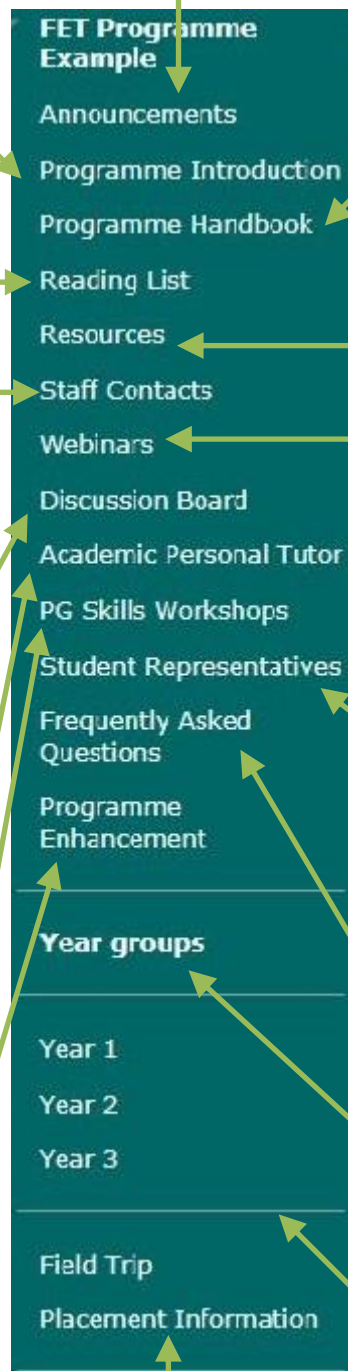
Consider setting up a **Discussion Board** for students to collaborate with/support each other; this may be more relevant for distance learning students.

For **undergraduate programmes**, include a tab for **Academic Personal Tutor** information.

For **postgraduate programmes**, include a link to the **PG Skills Workshops** Blackboard site.

Consider using **Programme Enhancement** to report progress on issues raised through Student Reps Staff Forums or by individual students.

Consider adding a **Field Trip** and/or **Placement** tab if your programme has one, to give your student advance information (e.g. if they cannot be enrolled on to a Placements module until the second/third year of the programme).



All programmes should have a **handbook**; consider having a separate menu tab for this important document.

Set up sub-folders under the **Resources** tab, for example for subject-related websites, specialised study support, items of interest, Professional Body information (if applicable).

For programmes using Blackboard Collaborate, consider a dedicated **Webinars** area for orientation materials, support, a link to an online induction session and the subsequent recording of the session.

Include information on how the **student representatives** system works, who the student reps are and how students can contact them.

For regularly occurring questions and your answers, start to build up a **Frequently Asked Questions** section.

Set up **year groups** according to what would be most useful for your programme, for example, by year or level.

Add in **sub-dividers** and **sub-headings** to distinguish between types of content areas.

