

# Example of a FET Blackboard Programme Site 2018/2019

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; indicate how the site will be used; and, if appropriate, add induction materials (which could include a recording of the event).

You may have a programme-level **Reading List**; consider using the new Reading List software and adding a link under this tab.

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

Add in specific programme **Careers, Employability and Further Study** information under this tab; alternatively edit the Careers area in the Programmatic View.

For **undergraduate programmes**, include a tab for **Academic Personal Tutor** information.  
For **postgraduate programmes** a link to the Postgraduate Study Skills Blackboard site has been added to your menu list.

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

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

## FET Programme Example

Announcements

Programme Introduction

Programme Handbook

Reading List

Resources

Staff Contacts

Programme Enhancement

Student Representatives

Careers, Employability and Further Study

Frequently Asked Questions

Academic Personal Tutor

Postgraduate Study Skills

---

Webinars

Discussion Board

Placement Information

Field Trip

---

**Year Groups**

Year 0

Year 1

Year 2

Year 3

Year 4

---

All programmes should have a **Programme 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).

Include any additional information on **Student Representatives** here, which is not available under the Student Reps area in the Programmatic View.

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

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

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

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

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

## KEY:

Highly recommended items for inclusion on menu list.

Optional items for inclusion on menu list, depending on programme type.