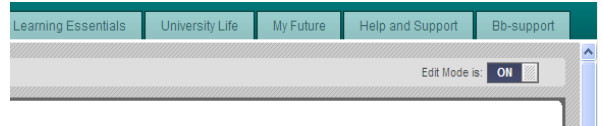


# Blackboard Organisation Sites Health Check Guide

## First Steps

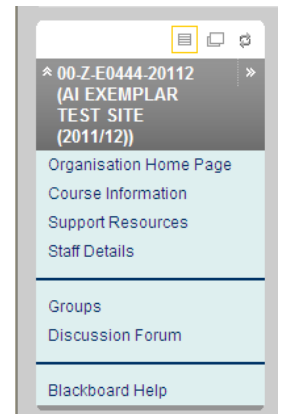


<b>1</b>	Switch <b>Edit Mode</b> to 'Off'.	
<b>2</b>	Does the site have a <b>banner</b> ? <i>If not, consider requesting one through the Bb-Support Tab in shuspace</i>	

## Checking Levels of Information

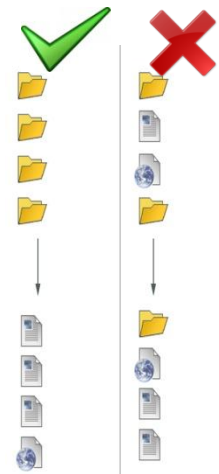
### Site Menu

<b>1</b>	Check that Blackboard <b>default menu item</b> names are used. <i>(Refer to Site Structure Diagram, attached with this pack, for details).</i>	
<b>2</b>	Ensure any <b>empty areas</b> are hidden from students.	
<b>3</b>	Check that all material is in <b>appropriate content area</b> <i>(refer to Site Structure Diagram for details).</i>	



### Each Content Area

<b>1</b>	At each level, ensure that content is structured as <b>all links/documents</b> or <b>all folders</b> ; or alternatively group Folders/Links together in distinct areas.	
<b>2</b>	Apply the <b>4 click rule</b> to ensure content is not buried too deeply. <i>This means that all content should be discoverable by students within 4 clicks through folders.</i>	
<b>3</b>	Apply the <b>10 plus rule</b> to ensure that there is not too much content in one area. <i>This means that areas should not be overloaded with more than 10 individual items.</i>	
<b>4</b>	Ensure that content is <b>ordered consistently</b> , e.g. chronologically,	



	and that this is made clear to students.	
5	Apply <b>consistent labelling</b> convention to all folders, documents and links. <i>This helps students to identify what items are without having to open individual links. Consider using dates and authors in titles.</i>	
6	Add brief descriptions to Folders and Links.	
7	Check for duplication of material between folders and content areas.	

### ***Each Document and Link***

1	Check that all links <b>open in a new window</b> .	
2	Check all <b>content is up to date</b> , including web links.	

### **General Good Practice Guide**

-	Keep <b>graphics and fonts</b> simple and consistent.	
-	Communicate using <b>Announcements</b> rather than content areas.	
-	Check for <b>conflicting information</b> between areas.	
-	Include as much information in <b>Staff Details</b> as possible (office hours, contact details, preferred method of contact etc.)	
-	Ensure that all content added to sites is <b>useful and readable</b> to students, i.e. that image-heavy lecture slides are accompanied by note pages.	

### **More Information**

- **Bb-Support Tab in shuspace:** *Web form help request, Phone request, Knowledge Base*
- **Faculty e-learning Advisors**
- **e-Learning at SHU blog** - for staff: <http://elearningatshu.wordpress.com/>