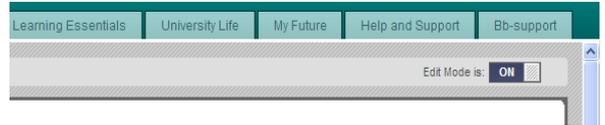


Blackboard Organisation Sites Health Check Guide

First Steps



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

Checking Levels of Information

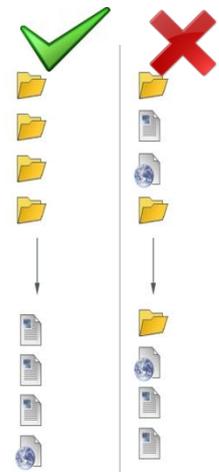
Site Menu

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



Each Content Area

1	At each level, ensure that content is structured as all links/documents or all folders ; or alternatively group Folders/Links together in distinct areas.	
2	Apply the 4 click rule 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>	
3	Apply the 10 plus rule 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>	
4	Ensure that content is ordered consistently , e.g. chronologically,	



	and that this is made clear to students.	
5	Apply consistent labelling 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 open in a new window .	
2	Check all content is up to date , including web links.	

General Good Practice Guide

-	Keep graphics and fonts simple and consistent.	
-	Communicate using Announcements rather than content areas.	
-	Check for conflicting information between areas.	
-	Include as much information in Staff Details as possible (office hours, contact details, preferred method of contact etc.)	
-	Ensure that all content added to sites is useful and readable 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/>