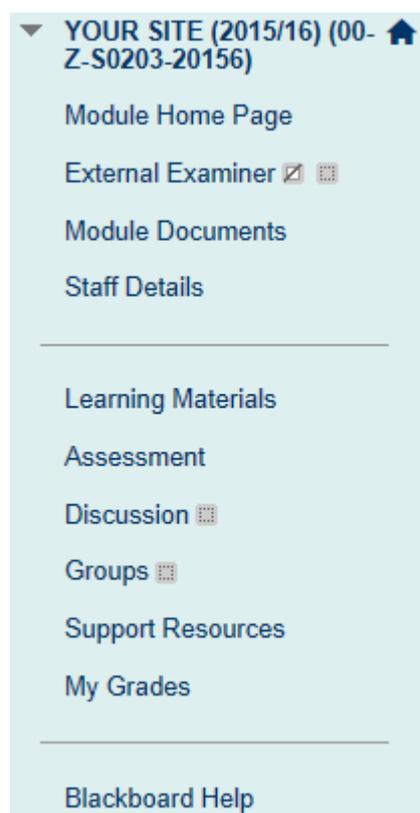


Sheffield Hallam University's recommended menu structure for Blackboard module sites

This document outlines the recommended core menu items for Blackboard module sites. These menu items have been chosen to try and ensure maximum compatibility and consistency within the environment.



Module Home Page

This area is where you can quickly and easily communicate information to users of your site using the 'Announcements' tool. It is good practice to limit the duration of an announcement's visibility after the point at which it is no longer relevant. The 'What's New' channel automatically details content that has been recently added or changed within the Blackboard site.

External Examiner

Use this area to provide your external examiner with all relevant information to support their role. Whilst there may be some variation, there are some essential pieces of information that must be provided. At the start of the academic year include a copy of the module descriptor, the module handbook, assessment briefs and marking criteria. Prior to the Assessment Board, a copy of the module marks and a summary of the module statistics. Ensure that this area remains hidden from students, indicated by a square box with a strikethrough.

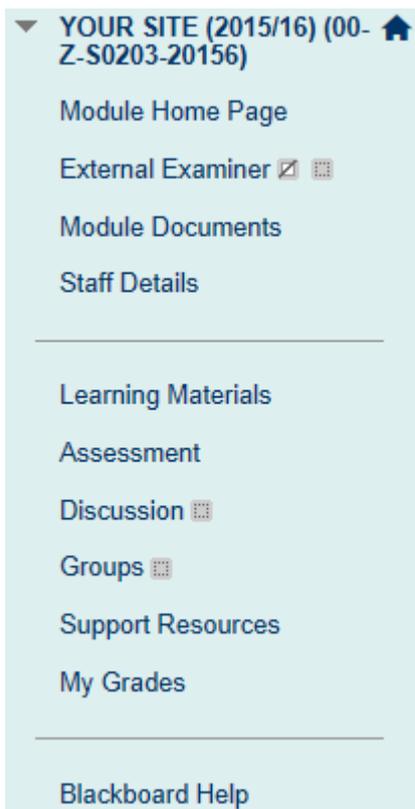
Module Documents

Contents in this area should include general module information (e.g. handbook, module evaluation) but not information relating to specific lectures/seminars, which should instead be in **Learning Materials**. Also it should not include other supporting material, which should be in the **Support Resources** section.

It is recommended that this area of the site includes a **rationale** in order to let students know what the Blackboard site is for, how they should engage with it, and what they can expect from it. It could include a quick reference guide describing the purpose of each area.

Staff Details

This area should include contacts details for staff involved with the module. It is good practice to include 'office hours' when staff can meet students, and information on how staff can be contacted. It can be useful to include photos, especially early in the course and for level 4 sites.



Learning Materials

This area should contain information relating the specific learning events and activities, such as lecture, workshop and seminar notes, handouts, podcasts and slides. The material should be arranged into folders as appropriate.

Assessment

Information should relate specifically to assignments within the module. This can include items such as Blackboard assignment and Turnitin submission points, links to tests, assignments briefs and marking criteria.

Discussion

Use discussions where you wish students to participate via asynchronous communication. To get started you will need to create at least one discussion forum for your students to write and respond to posts.

Groups

Groups provide spaces in the site for groups of students to collaborate on work together via an assortment of tools including discussions, blogs, wiki and file exchange. As well as assigning students to groups yourself, students can self-enrol onto groups or Blackboard can randomly assign them. Groups will need to be created prior to the setting of assignment submission points where groups are submitting work online.

Support Resources

This area should contain additional material to support learning, but not relating to specific topics or events. This area should be arranged into folders as appropriate, e.g. reading lists, external links, articles, study skills, referencing info.

My Grades

This area provides students access to marks and feedback stored in the Grade Centre. Students can only see the marks and feedback provided to them.

Blackboard Help

This link gives students direct access to a Blackboard help system. Note that staff should still use the Bb support tab for access to support documentation.

Additional menu items may optionally be added after 'Support Resources' and before the 'My Grades' link in the menu. These additional links to tools or new content areas should be provided when a module makes use of a particular Blackboard resource, for example a discussion board, wiki, blog, survey, RSS feed.

More information about customising the site menu can be found in TEL Help -

<https://telhelp.shu.ac.uk/customising-site-menu>