

Blackboard Organisation: Good Practice Checklist – Baseline.

Learning Edge, Blackboard Organisations are more than a simple repository for files, it is important that you make your area relevant, interesting and usable for participants. Take time to think about the Organisation structure.

This structure should reflect the participant needs and the Organisation goals, by checking against these basic elements, you are adhering to the good practice guidelines.

Structure Check List	Sub item	✓	Baseline Level		
			1	2	3
Administration	Set an Entry Point – This is the first page all participants will see, try to make it meaningful. The entry point page may include a welcome message which outlines the purpose and aims of the organisation. LTD Guide: Setting the course entry page		1		
	Add a banner image to the Organisation entry point – This helps with navigation, identification and adds interest. LTD Guide: Creating an entry point banner		1		
	Leader Contact details – This allows participants to contact you, you can set a time when this is convenient. Identifying the Named Leader improves lines of communication. Bb Help: Creating a Contacts Folder Bb video: Creating a Contacts Folder		1		
	Add a Photo to Leader Contact details – This can make it easier for participant to recognise you and adds a human element to your area. Bb Help: Creating a Contacts Folder Bb video: Creating a Contacts Folder				3
Structure and Navigation	Present page items in a logical order – Participants can see the order of things and allows them to progress through tasks logically.		1		
	Check links to content remain alive – Remove or update broken links to avoid unnecessary confusion and frustration		1		
Communication	Announcement Tool – For urgent information e.g. cancellations (one way communication) Bb Guide: Create Announcements			2	

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	Bb Video: Creating Announcements				
Resources	Cross-platform and mobile accessible essential – Access to content anytime, anywhere (24/7). LTD Guide: Mobile Friendly Content LTD Video: Mobile Friendly Resources		1		
	Support for participants with additional requirements – Making alternative resources i.e. transcripts for videos (if used) and of use of colour, contrasts, fonts and text size etc. For more information and support go to Learning Edge VLE Staff Tab: Inclusive Digital Practice Tool Kit Learning Edge: LTD Blog: Inclusive Digital Practice Resources LTD Blog: Inclusive Practice Case Studies		1		
	Use of Alt-text – Provide a textual representation for graphics, photographs, charts and graphs for those accessing pages in a non-graphic way (e.g. text only, or speech). Images without an Alt attribute are likely to be inaccessible. MS Guide: Adding Alternative Text		1		
	Image Optimisation – Hi-resolution images must be optimised prior to inserting into a page or document, so they don't take-up too much file space or upload time. MS Guide: Image Compression			2	

Key:

Baseline Level		
1	2	3
This is an essential element and must be provided.	These elements are important, participants will benefit from it being available.	Participants will benefit from knowing Organisation Leaders.