The Centre for Learning and Teaching has produced a **Template for Blackboard** that will automatically be loaded into your site when rolled over. By using the template as it is designed to be used, you will meet the following requirements:

**Organisation and appearance**

1. Provide a clear entry point that welcomes students to the unit.
2. Provide an Acknowledgement of Country.
3. Ensure compliance with online readability principles: limit the number of font varieties in a web page to three and use sans serif fonts only, i.e. the default fonts in the Blackboard template; limit the number of colours used; and ensure that on screen elements have plenty of space around text and graphics.
4. Provide an overview of how the material in the Blackboard site is organised and where key resources and information are located.
5. Organise the learning resources within the unit consistently by modules, topics, or weeks using folders with a description underneath of what they contain.
6. Ensure all links are working: use the default heading styles and colours consistently.

**Learning resources and activities**

1. Provide information about how learning resources and activities support unit learning outcomes.
2. State expectations of extent and quality of student participation, interaction and communication.
3. Explain the blended structure including the relationship between the online and on-campus components, giving students a clear idea of the online learning experience within the unit.
4. Provide a clear timetable for the weeks of semester explaining any learning mode variations.
5. Provide specific orientation and/or introduction pages within the unit site with information on the Unit Learning Outcomes to be demonstrated and Course Learning Outcomes to be introduced, consolidated, or demonstrated.
6. Give clear details of policies, rules and procedures around submitting assignments electronically, including location of submission links within the Blackboard site.
7. Provided instructions on how to use Turnitin and other assessment tools and how to interpret the results.
8. Provide contact details for all teaching staff, including tutors, indicating preferred communication times and methods.
9. Explain or discuss netiquette and appropriate standards of communication.
10. Ensure expectations for the use of communication tools are clear to all students.
11. Encourage use of the Discussion Board in Blackboard for all unit-related questions (questions then only have to be answered once and students can help each other).
12. Make students aware of why the technologies are being used for communication and/or collaboration and how they support learning.
13. Link to and explain policy and guidelines on responsible use of social media.
14. Provide students with clear guidance on how to access various types of support relevant to their studies and the unit, including academic and information literacy, library subject guides, referencing guides, software downloads, the Reading List, the Academic Skills Centre, technical information, and online tutorials/instructions.
15. Provide students with information about Learning and Assessment Plans, a link to disability support services and accessibility information, including details of provision for difficulties with technology, auditory and visual content.
16. Provide clear details of where students obtain Blackboard support.
17. Provide links to non-academic support services.