Blackboard Content Checklist

☐**PLAN**: Create your course structure and lesson outline FIRST. It's better to have a plan and modify it later than to go into building content without one.

☐**CONTENT COLLECTION COMES FIRST**: Once you have your course structure planned, before you even begin building it, navigate to the Content Collection and create the folder/file structure that the course will be following. When adding any content that is not built within Bb, upload and properly label the content within the folder/files you have created within the Content Collection. Doing this will keep your content organized and more easily searchable - and - you can easily link to the content from within Bb.

☐**LEAD WITH ACCESSIBILITY**: To avoid a lot of issues and fixing later, when creating documents or other content that will be imported or uploaded into Bb, be sure to build them with accessibility in mind. As you go through the process of uploading and creating, check you Accessibility Report (Course Tools) frequently. DO NOT WAIT UNTIL YOU'VE UPLOADED A THOUSAND THINGS (pictures, documents, links, etc…) BEFORE CHECKING IT! For more detailed information on this, check out the link found on the main classroom page.

☐**USE WHAT YOU HAVE FIRST**: Before you go wild with paying money for and spending a lot of time building external quizzes and assessments, take time to check out the test and assessment features or supported software that comes with Bb Learn. Many of these capabilities are found via the Assessments tab and or Tools tab such as SoftChalk and Study. These are easy-to-use applications that both teachers AND students can use FREE of charge. The other upside to using these built-in features includes the embedded link between the My Grades section, which will allow you to actually track the student's progress.

☐**UNDERSTANDING OER**: First - Just because it's FREE doesn't mean it's OER. Also, all OER is not created equally when it comes to the content we need to meet the CCRS needs of the Adult Education program. Take time to research and find good sites that can be used within Bb, and make sure to provide proper attribution for all content being used. Here's a site that can help you create well written attribution statements. http://www.openwa.org/attrib-builder/. Refer to our OER handout for some great resources!

☐**STUDENTS COME FIRST**: When adding content, think from the student's perspective. In isolation and/or without immediate assistance from the instructor, can the student clearly understand how to navigate the course content? Do they have all the tools and resources needed to successfully complete the assignments? Is the language level appropriate?

☐**ASK YOURSELF**: Does the content meet the CCRS and DE Rubric Proficient Rating Criteria? Is the content versatile in terms of various delivery methods? (asynchronous, synchronous, hybrid, or Face-to-Face (F2F)