


## **COURSE DESIGN: *Essential to Student Engagement*** **Online Classroom Design Blackboard Checklist**

### **SAMPLE CONTENT MENU**

- Announcements
- Handbook (if appropriate)
- Faculty Information
- Welcome written text/video)
- Syllabus and Topical Outline
- Library (with direct links)
- Course Modules
- Discussions
- Assignments
- Tools
- Help
- Instructional video for Zoom or other tools used within the course

### **THINGS TO CONSIDER WHEN DEVELOPING YOUR ONLINE CLASSROOM DESIGN**

- Consistent Landing Page
- Consistent Menu Item Names
- Consistent Menu Sequence
- Course Welcome Page, with
  - Written Course Introduction
  - Course Introduction Video
  - Course Objectives (COs)
  - Program Objectives Aligned with COs
  - Activities and Assignments by Week or Module (including Due Dates and COs)
- Getting Started Page, with
  - Getting Started Checklist (Generic and Consistent)

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- Course Syllabus
  - Faculty Information, including Brief Bio and Contact Information
  - Course Schedule, including List of Weekly Topics
  - Support Information (Generic and Consistent)
  - Library tab directly linking students to the librarian for support
  - Minimum Technical Requirements
  - My Grades Menu Item
  - Weekly or Module Menus (one for each week or module), with
    - Welcome, with
      - Text and Video
      - Weekly Objectives
      - Weekly Activities List (Task, Assignment/Activity, Due Date, Module Learning Alignment)
    - Lecture Materials
      - PowerPoints to print for note taking
    - Discussion, with Grading Rubric
    - Case and/or other Assignment, with Grading Rubric
    - Summary, Text and Video