

Before Term Starts

Module Manager System

Request access to the required Module Code/CRN that you are teaching on via the Module Manager System. Please note, each staff member teaching on the Module, must also request access individually.

<https://ulster.atlassian.net/wiki/spaces/BLS/pages/328215/Module+Access+Request+system>

Copyright Compliance

All content uploaded onto the VLE, must adhere to the University of Ulster's Copyright Policy, guidelines are available at: <https://www.ulster.ac.uk/aboutus/copyright> under 'Guidance for Virtual Learning Environment (VLE) users.'

Enter Student Preview and/or Add a Test Student

This enables you, the Instructor, to preview material as a student or to complete a Test/Submit an Assignment, etc. as a self-created test student allowing you to experience the process and check that settings are correct and meet your desired requirements. <https://ulster.atlassian.net/wiki/spaces/BLS/pages/492325/Using+Student+Preview+Mode>

Prepare your Course Area/s within Blackboard

Use the checklist overleaf for recommendations on setting up your area/s for the start of term.

Help and Support for Students – Inform students of these support details

Programme Support Area (PSA)

The Office for Digital Learning (ODL) has developed a generic 'Programme Support Area' (psa) template for all courses. This area provides access to a variety of key University and course support information and resources. Course Directors and Course Teams can amend the template to suit the needs of their programmes. Request access by contacting the Blackboard Helpdesk email blackboardhelpdesk@ulster.ac.uk (you only need to request access once, NOT each Academic year).

Blackboard Student Orientation Course

This course is accessible to all Students via their 'Courses' List and provides guidance on using Blackboard for the first time and videos and guidance on how to use tools effectively from the student perspective, e.g. Wiki tool, Portfolio tool. Additional support for students is available at:

<https://ulster.atlassian.net/wiki/spaces/BLS/pages/20971599/Blackboard+Learn+Student+Induction+Materials>

Blackboard Learn Support

If students require technical support with Blackboard, they can contact the Blackboard Helpdesk for assistance.






blackboardhelpdesk@ulster.ac.uk or view the support wiki at:

<https://ulster.atlassian.net/wiki/spaces/BLS/overview>

This checklist provides a list of tasks to prepare your Blackboard module areas for your students. There are links to Blackboard help files and video tutorials where relevant.

The checklist complements two additional support resources:

- A. [Ulster Blackboard Best Practice Guide](#) (PDF), which offers comprehensive guidance
- B. [Blackboard Help](#) (searchable help files)

<p>1. Revise the Course Menu Review your course menu by moving, renaming, show/hide content areas (menu folders) as required. - Read the Course Menu help file to find out more.</p>	
<p>2. Provide your contact details using the Contacts tool Add profile information about yourself and other teaching staff on the module. - Read the Contacts help file to find out more.</p>	
<p>3. Include a Module Welcome By using the 'Item' feature to introduce the area to your students. - Read the Creating Content in a Course Area help file.</p>	
<p>4. Upload your Module Handbook Into the 'Information' Content Area on your Course Menu. - Read the Best Practice: Attaching Files help file.</p>	
<p>5. Present the Module Content in a logical structure For example, by weeks, topics, etc. - Read the Selecting a Course Structure help files and refer to the Ulster Blackboard Best Practice Guide. REMINDER: ensure all content is compliant with Ulster's Copyright Guidelines.</p>	
<p>6. Update all Dates and Times This is relevant when you are editing your content migrated from a previous semester and dates are referenced throughout your content. Check Announcements and Calendar items. Apply/update adaptive release for releasing content automatically by date release. - Read the Adding Adaptive Release Criteria help file.</p>	
<p>7. Check the Web Links in your Module Content TIP: Ensure web links open in a new browser window and check the web link works when completed. - View the Creating a URL video tutorial. - Read the Checking Course Links help file.</p>	
<p>8. Create Discussion Threads This is especially important for fully online courses. Create your threads for each topic you wish your students to discuss and post an introductory message in each thread. - Read the Discussion Board help files to find out more.</p>	
<p>9. Create/Update Assignment Details Include assignment instructions, release dates, submission dates, etc. - Read the Assignments help files to find out more.</p>	
<p>10. Create/Update Online Tests (if relevant) If using online tests, create/update your questions and test properties. - View the Creating a Test video tutorial. - Read the Tests, Surveys, and Pools help files to find out more.</p>	

Further support for staff is available from the [Staff Orientation Course](#) and [Assessment and Feedback Course](#), which are available to all staff within Blackboard. Technical support is available from the [Ulster Blackboard Helpdesk](#) at: blackboardhelpdesk@ulster.ac.uk and the Support website at: <https://ulster.atlassian.net/wiki/spaces/BLS/overview>.