

Course Site Design Tips

Click on the banners to watch an overview of each guideline



USE THE NEW MENU

- Already in Blackboard template
- Optimised structure
- Consistent across all courses
- Faster and easier to use



COURSE STAFF

- Details and photos of all staff
- Course Coordinator at the top
- Provide reasons to contact the Course Coordinator
- Allows students to recognise staff & know who to contact



WEEKLY STRUCTURE

- One Learning Resource folder per week or module
- Include all relevant content
- Title with the week number and topic description
- Reduces time to find resources



PUBLISH PROMPTLY

- Check and publish the ECP
- Ensure site is available in Orientation Week
- Helps students prepare for the commencement of the course

WELCOME



- Create a site banner
- Provide a friendly welcome announcement message for students
- Increases students' content engagement

COURSE HELP



- First place students seek help
- Provide links to ECP, School, Faculty and UQ resources
- Ensures consistency of communications and policy
- Answers common questions

ASSESSMENT FOLDERS



- One folder per assessment item
- Title with same name as ECP item
- Include every resource required
- Put a submission link in every folder
- Provides clarity on requirements and submission process