

Organising Your Course

Where to Put Course Materials in Blackboard

Content Area	Resource Options	Ideas for Your Course(s)
Announcements	<ul style="list-style-type: none"> • Due dates • Course changes • Weekly announcements • Class cancellations • Link to added content 	
Course Information	<ul style="list-style-type: none"> • Official college course outline (to be linked into the college's database) • Online student Orientation 	
Staff Information	<ul style="list-style-type: none"> • Faculty information including name, email, office location, voicemail, hours • Link to Faculty website • Key staff contacts (i.e. OLC) 	
Course Documents	<ul style="list-style-type: none"> • Detailed course syllabus • PowerPoint presentations • Course notes • Videos • Articles • Websites • Question & answer sheets 	
Assignments	<ul style="list-style-type: none"> • Assignments/marking scheme • Deadlines • Marking criteria • Tests/Quizzes 	
Communication	<ul style="list-style-type: none"> • Discussion • Chat • Email • Student and group pages 	
External Links	<ul style="list-style-type: none"> • Helpful URLs (Library Websites) 	