University of South Wales

**Centre for Excellence in Learning & Teaching**

**Blackboard Course Organisation**

The University’s Minimum Requirements Policy

This policy sets out the University’s expectations in terms of the minimum amount of information a student can expect to find in their course organisation. It ensures that information is presented consistently and accurately and in alignment with University regulations. The policy should be read in conjunction with the University's Guidelines on the publication of a Student Course Handbook and the Course Leaders’ checklist on populating a Course Organisation. Additional guidance is provided in Blackboard.

The University’s Academic Blueprint, published in January 2015 highlights the need for students to identify with their course and to ensure that they have a cohort and course identity. The Student Handbook Working group has also identified inconsistencies and discrepancies in the way that course information is presented to students.

All course organisations in Blackboard should provide the following information to students, presented in a clear and consistent manner. Where appropriate, consideration should be given to providing the information in a choice of formats for ease of viewing or printing:

* Course information as outlined on ICIS
* Information about Course modules as outlined on ICIS
* Link to Course Handbook
* Information about Course Reps
* Information about the Course Team
* Response to feedback from students about the course
* Information about External Examiners
* Course Level Communication to include, Announcements, a Course level discussion forum, e-mail and Blackboard Collaborate