

Inventory Checklist

Blackboard Checklist

This checklist serves to assist you in reviewing the current contents of your course. For each section below, check the box if you have the feature in your course. You may check all that apply. If you do not have a feature in your course, leave the square blank. Use the COMMENTS column to make notes on the components or structure of the feature in your course.

Course Information

Instructor: Click or tap here to enter text.	Course Name: Click or tap here to enter text.
Instructor Contact Info: Click or tap here to enter text.	Course ID: Click or tap here to enter text.
Length of Term: Click or tap here to enter text.	Semester/Term: Click or tap here to enter text.
Modality: Click or tap here to enter text.	Campus: Click or tap here to enter text.

Feature	Comments
I. Course Content	
<input type="checkbox"/> Orientation Module <input type="checkbox"/> Contains a multimedia message (e.g. video, audio)	
<input type="checkbox"/> Announcements <input type="checkbox"/> Contains links <input type="checkbox"/> Contains images	
<input type="checkbox"/> Syllabus <input type="checkbox"/> Catalog Description <input type="checkbox"/> Course policies and expectations <input type="checkbox"/> Learning Outcomes <input type="checkbox"/> Course communication protocol <input type="checkbox"/> Course prerequisites <input type="checkbox"/> Grading policies and expectations <input type="checkbox"/> Instructor Information <input type="checkbox"/> Technology requirements <input type="checkbox"/> Available as a Word doc <input type="checkbox"/> Available as a PDF	
<input type="checkbox"/> Course Schedule for Entire Term	
<input type="checkbox"/> Organization of Course Content <input type="checkbox"/> Weeks <input type="checkbox"/> Modules <input type="checkbox"/> Units <input type="checkbox"/> Other: _____	
<input type="checkbox"/> Module Content <input type="checkbox"/> Module preview information <input type="checkbox"/> Learning Outcomes stated	
II. Resources	
<input type="checkbox"/> Textbooks <input type="checkbox"/> Required Textbook(s) <input type="checkbox"/> Supplemental articles with links <input type="checkbox"/> Optional Textbook(s)	
<input type="checkbox"/> External Publisher Materials	Publisher: Click or tap here to enter text.

Feature	Comments
<input type="checkbox"/> Materials provided as PowerPoint Slides	
<input type="checkbox"/> Other: _____	
III. Collaboration Tools	
<input type="checkbox"/> Videos <input type="checkbox"/> External websites (e.g. YouTube, Ted Talk) <input type="checkbox"/> Kaltura <input type="checkbox"/> Videos contain transcripts <input type="checkbox"/> Videos contain captions	
<input type="checkbox"/> Content <input type="checkbox"/> Folders <input type="checkbox"/> Lesson Plans <input type="checkbox"/> Pages <input type="checkbox"/> Virtual Classroom <input type="checkbox"/> Chats <input type="checkbox"/> Blogs <input type="checkbox"/> SoftChalk <input type="checkbox"/> Journals	
<input type="checkbox"/> Other Software/Tools: Click or tap here to enter text.	
IV. Learning Activities	
<input type="checkbox"/> Required Academic Activity at Beginning of Term <input type="checkbox"/> Assignment <input type="checkbox"/> Discussion <input type="checkbox"/> Quiz <input type="checkbox"/> Other: Click or tap here to enter text.	
<input type="checkbox"/> Assignments <input type="checkbox"/> Groups <input type="checkbox"/> Essays <input type="checkbox"/> Case Studies <input type="checkbox"/> Portfolios <input type="checkbox"/> Peer Review <input type="checkbox"/> Reflections <input type="checkbox"/> Journals <input type="checkbox"/> Labs <input type="checkbox"/> Experiential Learning/Service Learning <input type="checkbox"/> External Publisher's Assignments <input type="checkbox"/> Simulations <input type="checkbox"/> Other: Click or tap here to enter text.	
<input type="checkbox"/> Plagiarism Tool Used	
<input type="checkbox"/> Discussions <input type="checkbox"/> Group Discussions	
<input type="checkbox"/> Quizzes <input type="checkbox"/> Quiz Banks/Sets supplied by Publisher <input type="checkbox"/> Instructor-created quiz banks/sets	
V. Gradebook Considerations	
<input type="checkbox"/> Rubrics <input type="checkbox"/> Discussions <input type="checkbox"/> Assignments <input type="checkbox"/> Quizzes/Tests/Exams <input type="checkbox"/> Other: Click or tap here to enter text.	
<input type="checkbox"/> Weighted Average <input type="checkbox"/> Points System	
<input type="checkbox"/> Extra Credit	