

Subject Site Checklist

Use this checklist to align your content with the JCU Subject Template

The JCU Subject Template is a whole-of-institution template that pre-populates four key folders to establish consistency across the student navigation of 2020 subjects (see elements outlined in the [Student Digital Experience Policy](#)).

Student feedback has led to the creation of these mandated folders, and we will run learning analytics to understand their engagement.

→ [Explainer video \(4.24 minutes\)](#)

Preparing your subject

Start Here - Introductory Video

Place your introductory video (Mediasite link) in the 'Start Here' folder and make it available to students during the week prior to the study period.

Important for monitoring student engagement

- You must name the introductory video item 'Introduction to [subject name]'
- You must add this item directly within the 'Start Here' folder and not within an [Ultra Document](#)

- Help with creating an introductory video - [Book the Create Studio](#)
 - What to include in an introductory video - [Tips on creating an introductory video](#)
 - A guide on publishing your Mediasite introductory video to LearnJCU - [Publishing Mediasite Videos to LearnJCU](#)
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Start Here - Subject Outline

Place your subject outline (PDF) in the 'Start Here' folder and make it available to students during the week prior to the study period. Revised subject outline guidelines, to be used from May 2020 onwards, is now available.

Important for monitoring student engagement

- You must name the subject outline item 'Subject outline'
- You must add this item directly within the 'Start Here' folder and not within an [Ultra Document](#)

- Guidelines to creating a subject outline (May 2020) - [Subject Outline Guidelines](#)
 - A guide on adding a file - [Adding files in Blackboard](#)
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Start Here - Contacts

Place a document with the subject's staff contact details, this will give the students a quick point of reference.

- A guide on creating a document - [Ultra documents in Blackboard](#)
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Assessments

In the 'Assessments' folder you will see guiding items for students. Below these, place your assessment items in the folders provided, clearly label them and order them chronologically. One assessment item per folder with any extra resources relating to it.

- A guide on creating an assignment - [Assignments in Blackboard](#)
- A guide on creating a test - [Tests in Blackboard](#)
- A guide on setting up rubrics - [Rubrics in Blackboard](#)
- Download cover sheets to pass on to your students (includes student declaration) - [Individual task cover sheet](#) or [Group task cover sheet](#)

Reading Resources

In the 'Reading Resources' folder you will see a link to your 'Full Readings List'. To check your subject's textbooks and readings list are available [contact your discipline's liaison librarian](#). There have been some changes in this area and they will be able to properly advise.

Copyright Notice

All third party material (material not created by you or JCU) must be placed in the Readings system for copyright reasons.

- A guide on setting up lists, adding sections and resources, and making them visible to students - [Readings for Academics](#)
- Readings lists should include links to reading materials, such as scanned book chapters, key journal articles, online videos, podcasts, links to websites and PDFs.
- If you have any questions [contact your discipline's liaison librarian](#).

Learning Materials

Add your learning materials between the 'Reading Resources' and 'Support' folder. We predict that students will regularly access assessments and reading resources, therefore, recommend that these folders stay near the top.

- Ideas on organising your learning materials - [Layouts for Learning Materials](#)
- A guide on copying materials from an Ultra subject or Preview subject - [Copying content from another subject site](#)

Support

You will see a set of support links for students included in the 'Support' folder.

Check

Check that all content is valid and delete what is no longer required. Look at making content visible or set conditional availability (show date) and update due dates on assessments.

- Ensure Mediasite links have been added correctly to enable a full data discovery - [Publishing Mediasite Videos to LearnJCU](#)
- **Save time!** Set visibility, show dates and due dates in bulk (also delete in bulk) - [Batch Edit in Blackboard](#)
- Once content is visible you can check the look and functionality from a student's perspective - [Student Preview in Blackboard](#)

You're all done! 👍

- Learn about tracking student engagement - [Learning Analytics](#)
- Stay informed on learning and teaching environments, tools and practices - [Learn Lowdown Newsletter](#)
- Helpful terms to know when teaching in LearnJCU - [LearnJCU Glossary](#)
- Technical learning support - [LearnJCU Support](#)