

Best Practices

for online materials

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Here's what we'll cover:

General ideas to help you make materials more useful, usable, and accessible

Ways to take control

Please interrupt!

Maximize Compatibility

Account for...

- older software versions
- multiple file types
- slow connections

Filetypes, from happiest to saddest:

TXT – RTF – HTML – PDF – DOC – DOCX – WPS

Get it in front of them

Don't bury important stuff in attachments

Make organization clear

Emphasize the Essentials

Use hierarchy to aim students' attention

Make changes known

Open the communications channels

Lay out expectations for communication

- both directions

Encourage (and provide) feedback

Give students the benefit of the doubt

Build in tangible milestones

Take charge!

Don't let Blackboard tell you what to do!

Treat materials an extension of the classroom

Identify and remove barriers to access

Craft an environment in which success is likely

Create opportunities for information literacy

A word about Copyright

Fair Use Exemptions and the TEACH Act

Updating Materials

Mixing it up

Point to library resources

Technical Best Practices

Obtain contact information independently

Require proof of access early

Assess student understanding of:

- Syllabus
- Expectations
- Communication policy