
Blackboard Required Minimum Presence: Covid-19 update

[Blackboard](#) is the Aberystwyth University (AU) online learning environment. Each AU module has its own area in Blackboard. **This document is an updated version of the Blackboard Required Minimum Presence (RMP) and lists the minimum content for all taught modules delivered during the Covid-19 situation.** The RMP provides consistency and increase usability so that students can find the content that they need. All content uploaded and generated in Blackboard should be as accessible as possible. See AU [Guidance on Creating Accessible Learning Materials](#) for more information.

All AU Blackboard modules have the course menu listed below. Each menu area should contain the following core information:

Module Information

- Module outline, aims and learning outcomes, including a link to module database. A separate downloadable module handbook may be provided that contains this information.
- **Recorded introduction to the module including how to navigate content in Blackboard.**
- **Induction materials to help students familiarise themselves with module requirements, organised into a single folder. This should include activities for students to familiarise themselves with the tools and approaches used in the module. Provide clear instructions for students on how to engage with the module and learning activities.**
- **Information on when content will be made available to students.**
- **Any Covid-19 risk assessments produced for the module.**
- **Link to any relevant health and safety information for studying on the module.**

Learning Materials

- All learning materials are as accessible as possible. If some items cannot be made fully accessible, explain why and what students can do to request more accessible options. See AU [Guidance on Creating Accessible Learning Materials](#) for more information.

The RMP was approved by AU Senate in June 2013. The Blackboard RMP: Covid-19 Update was approved by AEC in June 2020

- Content organised clearly in a folder structure by weeks or topics.
- Content named clearly and consistently.
- Panopto recordings. **Best practice is to limit these recordings to 15-20 minutes.**
- PowerPoint slides, handouts, notes or other supporting materials.
- **Learning activities organised alongside the relevant supporting materials (learning resources).**
- **Instructions for students on what to do with each resource.**
- **Where appropriate, use Adaptive Release to release content at specific times, to specific users, or based on user activities.**

Assessment and Feedback

- Assessment information including **marking criteria.**
- How to access feedback.
- Assignment submission points with full information **including the date and time of the assignment deadline.**
- **Statistics tracking on assignment briefs is recommended, as it enables teaching staff to know whether students have consulted the assignment briefs or not.**
- **Who to contact if students have difficulties submitting assignments. Direct students to the Learning and Teaching Enhancement Unit for technical assistance (elarning@aber.ac.uk).**

Contacts

- Staff profiles including role in module, contact information and availability.
- **How to arrange a virtual meeting.**
- **When students can expect a response to a query.**
- **How students can provide feedback on the module.**

Reading List

- Up-to-date published Aspire reading list.

Tools

- Links to tools such as My Grades and Panopto.

This document is maintained by the Learning and Teaching Enhancement Unit. It was last reviewed in May 2020 and is due for review in September 2020.

Blackboard RMP checklist

Item to consider	Tick when completed
Access	
You have instructor access to the module(s) that you are teaching or marking on	
Announcements	
An introduction / welcome posted in Announcements along with regular announcements to alert students to the release of new materials and activities.	
Module Information	
Module outline, aims and learning outcomes. These may be included in a separate module handbook.	
Recording introduction to the module	
Induction materials in a single folder	
Information on when content will be released to students	
Covid-19 risk assessments, and health and safety information if relevant	

Learning Materials	
Contact organised clearly in folder structure.	
Panopto recordings	
PowerPoint slides handouts, notes or other supporting materials	
Learning activities organised with relevant learning resources and instructions on what to do with the resources	
Where appropriate, Adaptive Release used to release content at specific times, to specific users, or based on user activities	
Assessment and Feedback	
Assessment information including marking criteria	
Information on how to access feedback	
Assignment submission points with assignment due dates and times clearly stated	
Information on who to contact if there are any difficulties submitting	
Contacts	
Contains staff profiles with information on their role in the course, contact details, how to arrange a virtual meeting, and response times for student queries.	

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Information for students on how to provide feedback on the module	
Reading List	
Up-to-date published Aspire Reading list	

Things to check	
File names are meaningful	
Links to files and websites work	
Content complies with copyright legislation	
Information is up-to-date (and out-of-date materials removed)	
Course materials and documents are in accessible formats (see Guidance on Creating Accessible Learning Materials for more information)	

More information and support is available:

- [Blackboard FAQs](#)
- [Blackboard Guides](#)
- Contact the Learning and Teaching Enhancement Unit (elearning@aber.ac.uk)

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