



BlackBoard Learn - Expectations of Minimum Content of Information to be Provided

Documentation Management

Document Record

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Version Control

Document Version	Amendments	Amended By	Date	Approved By
1.2	See Document Rollover 2017-18 Checklist Records	Head of Quality Assurance	July-17	University Education Committee
1.3	Document Management table amended	Head of Quality Assurance	July 2018	N/A
1.4	Minor amendment	Head of Quality Assurance	May-21	N/A

Expectations of minimum content of information to be provided on BBL

Header	Minimum Content	Responsible for upload/link	Responsible for checking accuracy/working links
My Blackboard Page	Link to College Intranet sites	Learning Technology Team	N/A
	Link to programme repository	Learning Technology Team	Programme Leads to ensure correct version
Block Home Page	Welcome	Block Leader	Block Leader
	Introduction to block leader/s including contact info.	Block Leader	Block Leader
Block Outline	Link to Programme Documentation Repository	Learning Technology Team	Block leader to ensure correct version
	Study Guides (if used)	Block Leader	Block leader
Reading List	Link to Talis Aspire	Learning Technology Team	Block Leader
Learning Materials	Lecture slides/notes	Block Leader	Block Leader
	Links to relevant external materials	Block Leader	Block Leader
Assignments	Assignment descriptors	Block Leader	Block Leader
	Marking schemes	Block Leader	Block Leader