
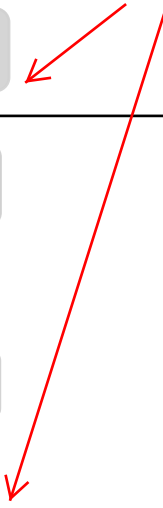


## 2019 Template Checklist

FTCC's Blackboard Template provides the minimum requirements.  
Additions are recommended for a robust course while maintaining ADA compliance.

Announcement	Edit Welcome Message	 You may change or delete photos provided
How this Course Works	Edit How this Course Works	
Syllabus	Attach Syllabus as PDF or MS Word doc. Assure Weighted Grades are reflected and formulated accurately in Grade Book Attach Course Map- New Faculty Form	
Instructor Information	Fill in your information Communicating With Me -Edit or delete this sections to meet your needs or Department requirements	
Assignments	<b>Edit Module Introduction</b> and <b>Assignment Summary</b> are the required first two items per Module. Add additional content items as needed. Required Assignment Templates for Assignments, Discussion Boards, Quizzes, Test and Exams are available in the <b>Faculty Only-Start Here</b> button <b>Discussion Board Assignments</b> must link students directly into the Discussion Board. Use correct Blackboard functionality to create Discussion Board links.	
Discussion Board		<div>Menu Button</div> You may add buttons to the bottom of each group
My Grades	Weighted Total Column must be the set <b>External Grade</b> and reflect weights listed in the Syllabus	
Email		
Optional Recourses	NetTutor link must be made available for classes meeting 100% Online.	
Student Support		
FTCC Policies		
Tools	Hide Tools not needed	
Faculty Only-Start Here	Use required Assignment Templates and resources provided here	