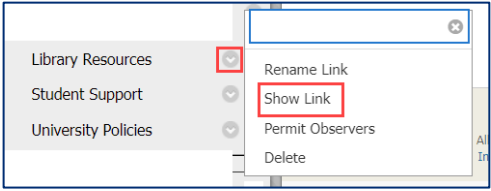
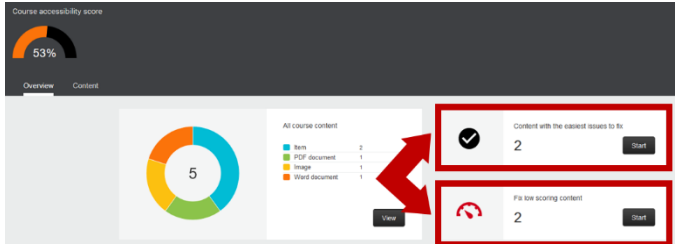
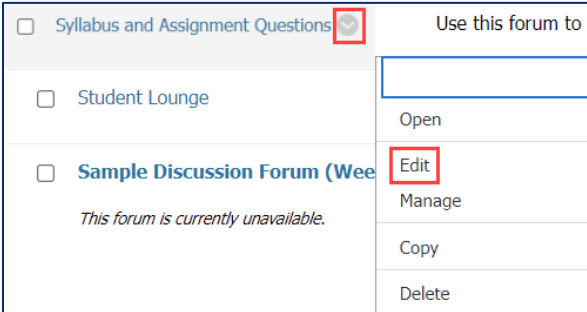


JHU AAP BLACKBOARD COURSE READINESS RUBRIC

Semester Start & Course Availability to Students

Please be sure to check your teaching contract or ask your program director to confirm the length and start date of all your courses. The readiness check serves as a reminder of the elements to include to start the term. All fully online courses will be published on the start date of the term.

Requirement	Yes	No	Explanation
1. Course Menu has these required links unhidden : <ul style="list-style-type: none"> Library Resources Student Support University Policies 			<p>If you need to unhide them:</p> <p>Click Menu Item ▾ > Select SHOW LINK</p> 
2. Welcome Message that includes: <ul style="list-style-type: none"> Dates for the <u>upcoming</u> Semester Available to Students 			<p>a. Welcome Link on Course Menu should be unhidden</p> <p>b. Welcome Items should be unhidden</p>
3. Instructor Information located in: <ul style="list-style-type: none"> Syllabus and About Your Instructor Must include your JHU email 			<p>Use of personal email in course:</p> <p>AAP has a policy that only JHU addresses can be used for student to faculty communication. Please ensure that your JHU account is used exclusively in the course to comply with this policy.</p>
4. Course Content for first two weeks: <ul style="list-style-type: none"> Modules or Content Folders contain content Modules or Content Folders dates are for the <u>upcoming</u> semester Modules or Content Folders are available Module 1 or Content Folder 1 available <u>within</u> week 1 			<p><u>Course Content:</u></p> <p>Availability is the tool to use when you want to set a certain date for items, your lessons, or Discussion Board forums to open (be available). Set the toggle to 'yes' for Permit Users to View this Content and then set the dates you want to make the content available.</p> <p>Adaptive Release Tool is recommended if you want to control when content is available to students based on conditions.</p>
5. Ally/Accessibility Report <ul style="list-style-type: none"> Base score recorded during the Copy/Transfer Process. Final/Updated score recorded during the Readiness Check. 			<p>It is expected that your Course Accessibility Scorecard will increase by the Readiness check.</p> <p>How to quickly raise your Course Accessibility Scorecard:</p> <p>You will want to start with the "Content with the easiest issues to fix" and "Fix low scoring content."</p> 

Requirement	Yes	No	Explanation
<p>6. Communications during the first two weeks:</p> <ul style="list-style-type: none"> Utilization of some communication tool during the first two weeks: <ul style="list-style-type: none"> Discussion Board Wiki Blog The Tool(s) should be unhidden on the Course Menu and must contain content. Confirm removal of student content from Discussion Board. Wiki and Blog student content does not copy over. 			<p>Requirement by Communication Tool:</p> <p><u>Discussions Board:</u></p> <ol style="list-style-type: none"> Ensure there are Forums with the ability for users to create Threads or Threads are already created for the first two weeks. If Forums contain <u>no</u> Threads make sure Allow members to Create New Threads is checked.  <p>Click</p> <p>Action Menu ▼ > Select EDIT</p> <p><u>If not utilizing Discussion Board, Wikis or Blogs:</u> Should have starter content.</p>

Enrollment Information

Students are automatically enrolled into your course site and AAP Student Orientation as they register in SIS. Students taking online classes in *certain programs will need to pass the Student Orientation before gaining access to their registered courses.*

- It will take one full day after passing the AAP Blackboard Student Orientation for the students to see their registered courses listed in Blackboard. (Students have been notified by email about this requirement and how to check their status).
- If some students are missing from your roster, please contact the students and tell them they must pass the orientation to access your Blackboard course site. (We also email them multiple times prior to the term with this information).
- Contact AAPCourseManagement@jhu.edu regarding these problems only 24 hours after the student has passed the Orientation. (We are only able to enter them in the course after that time).

Accessibility Scorecard

Ally is available in your course. This tool will help identify areas in the course that could use a little bit of adjusting to make it more accessible for your students and provide information and resources to assist in making these adjustments.

Use the Ally Course Accessibility Report on the Course Menu to access the Ally Course Accessibility Report. Once you are on the Accessibility Report screen, you will want to start with the "Content with the easiest issues to fix" and "Fix low scoring content."

Ally also creates [alternative formats](#) for your students without any additional effort.

Look out for upcoming webinars on Ally on the [IRC Website](#) and additional resources are available on [Ally for LMS Help for Instructors](#). For questions or assistance with Ally, please sign up for a [Booking appointment with the IRC Staff](#).

Readiness Codes

If you score less than 100% in any of the categories below, please check the following responses:

Welcome	<p>We have many students who are completely new to online learning. Giving them clear instructions on how to navigate the course is essential. Consider putting brief, yet informative text within the Welcome (Start Here) page about getting started in your course. This tab has been implemented AAP-wide to help students get oriented in courses.</p> <p>Please update the dates on the Welcome Page to match with the current semester. The course opens for students on the dates listed in this email, unless you elect to open the course sooner.</p> <p>It would be helpful for students to have a quick place to contact you. We would suggest listing this information in the "About Your Instructor" or "Welcome" content area so students can easily find your contact information. Though you may have the information in the syllabus already, having multiple areas in which the students know how to reach you is recommended. Per AAP Policy, we ask faculty to only use their JHU email.</p>
Syllabus	<p>The Syllabus tab has been hidden from view, and the Course Syllabus tab has been made available. Please ensure that the Course Syllabus tab is unhidden and links properly to your AEFIS syllabus.</p>
Modules	<p>Students may find it helpful to have weekly content (such as reading assignments listed, assignment or discussion, and any other content) for each module or week of the course. Please consider adding folders with basic information on what a student needs to complete that particular week.</p> <p>Please ensure that all of the dates from the previous course offering have been updated to the current term. Please check that all dates are consistent in all of your materials including syllabus, assignment guidelines, and learning modules.</p> <p>Please update the availability dates of your units to reflect the current semester, or, if your course does not utilize availability dates, please ensure that the first unit is made available prior to the first day of the semester.</p>
Discussions	<p>Weekly discussions add to the learning experience and allow students to communicate with each other about the course content. If you choose to use discussions, please be sure to create a forum and initial thread for each weekly discussion.</p>