Blackboard Learn™, Learning Management System Policy

(Effective: 12/01/2020 - Revision 2)

Purpose:

To provide decision-making guidance for the use of a Blackboard Learn™, Learning Management System, as licensed by Southwestern College.

Applies to:

Faculty, Staff, and Students on all Southwestern College Campuses

Campus:

Winfield Campus
Professional Studies

Procedures Statement:

Introduction

This document is intended to serve as a set of guidelines for decision-making related to the use of the Blackboard Learn™ (hereafter, Bb) course management software licensed by Southwestern College.

Included are statements related to Access, Course Management, and Information Security and Privacy.

This document is intended to reside solely online for ease in usability and access, as well as to ensure its currency. Do not rely on printed copies of this document, as additional updates may have taken place.

1) Access –

Access to SC's LMS application, materials, and affiliated online tools will be granted as follows:

> a. *One User Account* -- All eligible SC faculty, students, and allocated staff will be assigned a personalized account that will be used for all of their LMS activities. Access to the Bb software will be attained using the ID as assigned by Southwestern College (username and password).
> b. *Exceptions* – Users who do not have an ID as assigned by Southwestern College may each be provided an account that is a Blackboard-only username and password, at the request of an SC designee. These accounts (referred to as "special users") are considered temporary, but are renewable with each official course enrollment.

c. *Student Access* – In order for students to have full access, students must be institutionally enrolled. Students will automatically be added to the appropriate Bb course(s), typically within 24 hours prior to the start of the course. Students who drop courses will have their enrollment within the Bb site "deactivated" to prevent unauthorized access to course materials.

d. *Guests* – The Bb system will allow an individual without an account (known as a "guest" in Bb terminology) to gain access to areas of specified course shells, not including course rosters, user tools (e.g., user directory), or communication tools. Course shells may, at Southwestern College, be made entirely or partially available to guests.

e. Students who are finishing an "incomplete" will still have access to their course(s) through the established date, with access not to extend beyond the student's assigned deadline for completion of work.

2) Course Management –

a. *Courses Kept on the Bb Server* -- To provide continuous instructor access to all of their Bb shells throughout the year, course shells are maintained on the Bb server, whether they are actively used by students or not and will remain in the system for TWO (2) years. Non-Academic courses remain on the system under the same rotation, but can be renewed each year by notifying the LMS Admin. Any Non-Academic course that is not renewed thereafter will be permanently removed.

b. *Course Size Limitations* – At this time, there is no official limitation on the size of course shells, although shells using a large amount of storage (over 500 Mb) may result in storage issues. If in doubt-reach out to the LMS Admin. to provide advice and assistance.

c. *Master Course Shells* –Instructors are encouraged to use Master Course Shells to copy content from semester to semester.

d. *Non-instructional Uses* –Bb shells may be requested for non-instructional uses and such requests should be directed to the LMS Admin. Any faculty or instructional staff member may request that a Bb course shell be created for use. These courses can be renewed on an annual basis.

e. *Grade Center Information* – The Bb Grade Center is a tool designed for convenience of faculty and students and is not an **official** record of student grades. Faculty are encouraged to post student grades in the secure Bb Grade Center. The official student grades are required to be entered into Power Campus as the official record at the end of the semester. Please note-The Office of the Registrar is the official keeper of records.

3) Information Security –

The Bb user name and ID directly correlate with SC's Student Information system and email directory, allowing users to login with an already-familiar username and password.

a. *Privacy and Student Information* – As with other college records, faculty are cautioned to take care that student information (including, but not limited to, grades, test scores, usernames, or ID numbers) will be closely guarded.

b. *E-mail Address*– All Bb users will have their primary e-mail address displayed in courses. The default primary email address will be the student's SC email address.

c. *Student user accounts*

- If a student needs a name modification, please contact registrar@sckans.edu
- *Student user accounts* will be reviewed on a regular basis. If a student has not been enrolled for a period of 365 days, the user account in Bb will be disabled. Upon re-enrolling-student will need to reach out to the SC.Helpdesk@sckans.edu if unable to access Blackboard.

d. *Faculty user accounts*

- If a faculty member needs a name modification in Bb, please contact Human Resources to initiate that change.
- *Faculty user accounts* will be reviewed on a regular basis. Accounts will be deactivated upon separation of employment from Southwestern College. Upon rehire, a new account will be issued, or if still available, previous account will be reactivated.

 4) Removal of Courses from within the LMS -

When a course is archived, it will no longer be available in Blackboard. We strongly suggest that Faculty and Students export their course materials onto other media before the scheduled removal dates. After the course has been archived, it's content cannot be retrieved.

Courses will be retained for TWO full years from the official end date of the course.

Schedule of removal of Courses within the LMS

Course scheduled during:	Removed at:	Example:
Fall Semester	End of Fall after 2 years	Fall 2020 archived at end of Fall 2022 semester
Spring Semester	End of Spring after 2 years	Spring 2021 archived at end of Spring 2023 semester
Summer Semester	End of Summer after 2 years	Summer 2021 archived at end of Summer 2023 semester