Abbreviations: Bb = Blackboard
CTL = Center for Teaching and Learning

Appropriate Use

Blackboard is intended to support the teaching, learning and scholarship University of La Verne faculty and students. University of La Verne faculty and staff may use Blackboard for courses they teach, are enrolled in, or are assisting with (approved staff assistants, faculty teams, and teaching assistants).

Access to Blackboard

Access to Bb software, materials, and affiliated online tools will be granted as follows:

Access to Blackboard:
All University of La Verne currently enrolled students and Currently teaching faculty are automatically given Bb accounts. University of La Verne staff are not automatically provided accounts but can get one by contacting the CTL office for assistance. These accounts are created by the CTL office. Guests may access University of La Verne's Bb installation by logging in as guest/guest (or using their usual Bb login), and will be able to view guest-accessible portions of courses and organizations. Access other than the above is not allowed.

Bb user account and password:
All persons affiliated with University of La Verne will use their University of La Verne ULV ID 8 digit ID and password to access Bb. The instructions are located on the Bb homepage at: http://bb.ulv.edu/. Technical assistance is available by contacting the BB Help Desk at x4089, bbhelp@ulv.edu

Guests:
Bb will allow an individual not enrolled in a particular course or organization (known as a "guest") to gain access to specific areas of course sites, not including course rosters, user tools (e.g., user directory), or communication tools. In addition there is a system-level guest account ("guest/guest"). Course and organization sites in Bb are created unavailable to guests by default. Course sites may, at the discretion of the instructor, be made entirely or partially available to guests.

Student access:
Students who are registered for classes with a Bb course site will be automatically added to that course site which is remotely updated twice daily, upon creation of official registration data through Banner. The course sites are not available to students when created, however, and making them so is at the discretion of the course instructor. Instructors may provide full access to their course site(s) to their teaching assistants (TAs). TAs can be manually added by the CTL via instructor request to bbhelp@ulv.edu.

Bb course enrollment management: Students registered for a class through the University Registrar's Office will be enrolled in the corresponding Bb course site when the site is created or as soon as registration data is available and automatically directed to Bb, twice per day. As students add courses during the add/drop period, they will be automatically added to the appropriate Bb rosters, typically within 12 hours. Students who drop courses will have their enrollment within the Bb site "disabled" to prevent unauthorized access to course materials. As Bb and Banner are now integrated, all official University of La Verne (ULV), Banner generated courses have corresponding course sites in Bb. However, it is up to the individual instructors to make their course sites available to students. Policy granting student access to Bb course sites is as follows:

I. The official ULV policy is that UNREGISTERED students shall *not* be permitted to sit in class (on-ground) or to be enrolled in a Blackboard course (whether online or attached to an on-ground class). However, if a student fits the parameters of the exceptions listed below, the Center for Teaching and Learning (CTL) staff is authorized to manually add these students to the relevant Blackboard course site in response to an official request from the Dean of the college or his/her designee(s), responsible for the course in question. These exceptions are:

      A.   Students who are in Appeal to Late Add a course will be added to the Blackboard course site as long as their appeal is pending review by the Undergraduate or the Graduate Appeals Committees. Should the Appeals Committee grant the appeal, the student's enrollment will simply continue. Should the appeal be denied, the CTL staff will disable the student's access to the course site.

      B   Students who have applied for Graduation and Advanced Standing but whose Advanced Standing has not been granted yet.

      C.   Students who have a current "INC" grade from a previous term and whose instructor wants the student to participate in the current term course in order to complete the previous course.

      D.   In a course with concurrent sections, students who are registered in one section of a course and need to be added to another section of the same course for participation in the group activities and/or discussions.

      E.   Students who are registered for a Directed Study course whose instructor would like them to have access to one of his/her other course sites.

II. All Contracted and/or approved <u>faculty</u> can have access to any of ULV's Blackboard course sites if the instructor of the course approves their addition to the site.
III. Program and Department Chairpersons can have access to their program's or department's Blackboard course sites with the approval of the College Dean.
IV. Since it is impossible to anticipate all situations that might necessitate the manual addition of a student to Blackboard, the academic Dean, University Registrar, and the Director of the CTL collectively have the authority to make additions to the exceptions stated in this document.

Note: The Registrar's office will be copied on all requests made by the academic Deans or their designees. It is the responsibility of the Registrar to notify the CTL staff of the status of the appeal or late add and/or the application for advanced standing.

Length of Access to Course Site:

The course will remain open to student and instructor view until the course is made unavailable by the instructor or 18 months after the completion of the term in which the course was created.

System administrator access to Bb sites:
Bb system administrators may access Bb sites to solve technical support tickets or in response to help queries from faculty, and may temporarily add a test account (student or other role) to help troubleshoot. System administrators may access sites as part of system testing and maintenance with no advance permission from instructors. System administrators will not extract data about system usage for faculty or students, except when deemed necessary to troubleshoot a system problem. Any information or data discovered about a course site or user during the course of system testing or investigations will not be shared with any other faculty or user. CTL staff will notify an instructor if a student has experienced a problem with the course warranting access to the course site.

Course Management

Sites on the Bb server are managed with the goals of reducing faculty time and effort needed to build their sites, allowing student access to courses as determined necessary by faculty, and improving server performance by removing older and unused course materials.

Archiving courses:

At the end of each semester, each faculty member wishing to retain an archival copy of their course site and student work therein, should use the Bb course archive tool accessible from the control panel of their course site to create and download a course archive (.zip) file and retain that in a file storage space accessible to them. If this archive needs to be restored to the Bb system at a later time, the faculty member can contact the CTL. Faculty should also keep an export of the grade book (if used) separately for quick reference in the event of a grade dispute. All course data must be kept for a minimum of 12 months after a course has ended.

Course size limitations:
At this time, there is no limitation on the size of course sites. The CTL will work with faculty to provide advice and assistance to help them compress files in order to utilize space as efficiently as possible.

Restore of course archives:
If a course archive file from an instructor needs to be restored into Bb, this will be done only at the request of the original instructor who created/offered it (usually the instructor of record), or from program chairpersons in cases where such staff are authorized by the Dean to make decisions about Blackboard courses for the program. An exception to this would be if the CTL received permission from the original instructor to make the archived course materials available to another instructor/staff member.

Transferring course sites:
Instructors who wish to use the course site developed by another instructor need to receive written permission from the original instructor first, and forward that permission to CTL.

Grade-book information:
The Bb online grade-book is a tool designed for the convenience of students and faculty. Thus, it is not an official record of student grades, nor should it be considered a legally binding record of student scores. ULV faculty persons are strongly encouraged to periodically print out a copy of the online grade-book, and to print a final copy for their records after the semester ends. In addition, faculty are strongly encouraged to post student grades in Bb only in the secure Bb grade-book which limits viewing to the student logged in to their grades and in no other area of Blackboard which might be viewed by other students. Final grades are to be entered into Banner as the official grade record.

Information Security

The Bb user database is fed directly from the University of La Verne's enterprise directory system, thus allowing users to login with an already-familiar username and password. The security of these systems is of paramount importance in maintaining a reliable and trusted resource for virtually available instructional materials and tools.

Controlling access to student information:

As with other university records, faculty are cautioned to take care that student information (including, but not limited to, grades, test scores, usernames, or ID numbers) be closely guarded. As noted in the grade-book information section above, grades should not be posted so that students may see scores belonging to other class members (for example, do not post grades in a spreadsheet uploaded to the course site).

Privacy settings:
Privacy settings from the enterprise directory (Banner) are brought into Bb automatically. Confidential data will only be visible to faculty and Bb administrators. Students may elect to activate personal information in Bb.

E-mail address display:
All Bb users have the option to disable the display of their e-mail address within Bb. (Due to system design, the one exception to this is the discussion forum areas, where the user's e-mail address will appear unless messages are posted anonymously).

Copyright and Fair Use

Posting copyrighted materials:
Copyright law and Fair Use Guidelines allow faculty to provide access to copyrighted materials using the Bb system, *as long as the guidelines are followed* and copyrighted materials are accessible only to enrolled members of the course. Instructors are advised to consider the use of University of La Verne Library's e-reserves system to avoid infringement. See the Wilson Library's Copyright pages for assistance with copyright and fair use in the digital domain: http://www.ulv.edu/library/copyright/

Linking to external sites from Bb:

The Bb software provides an easy-to-use interface for integrating links to other websites into course materials. Instructors are encouraged to link to other sites, rather than attempting to integrate the desired materials directly into the Bb course site. This alleviates copyright concerns and also retains the integrity of the materials (and associated links) in their original environment. It is the responsibility of the instructor to confirm that links from Bb to external sites are viable.

Linking to Bb from external sites:
It is possible to link to a Bb course site directly from websites external to Bb. Users may, however, be prompted to log in when they first attempt such access.

Intellectual Property

System management data:

Information regarding Bb system performance or usage is considered the property of the University of La Verne. Information regarding specific Bb sites or individual accounts will be held in confidence, although data may be gathered and presented in aggregated form by university staff members (e.g., CTL, OIT, Library, etc.) for professional development activities, such as conference presentations and/or scholarly/industry publication, as well as for reporting on system performance or use.

Computing Policies

Use of Blackboard sites, by both students and faculty, are governed by the Office of Information Technology's Computer Policies and Guidelines, which include:

- 2.7 ULV Administrative Application Software Security Policy-- appropriately access only the information for which staff are authorized.

- 1.3 Sending Mass Emails to Students: -- the Blackboard e-mail tool should be used only for course-related communications.