

Blackboard Community Policy

I. Introduction

Blackboard is a suite of modules that provide innovative pedagogical and collaborative tools. Blackboard Community is a set of tools that supports non-curricular courses, administrative training and collaborative group and committee work.

Non-curricular courses, administrative training and collaborative work areas within Blackboard Community are called “organizations”.

II. Organizations

A. Creation

- i. Blackboard organizations may be requested by the sponsoring SUNY Cortland faculty or staff member by completing and submitting the Request for a Blackboard Community Organization form. This request will be reviewed for approval by the Associate Provost for Information Resources.
- ii. A Primary Leader must be named at the time of creation. Student groups are encouraged to continue using Google Groups.
- iii. Upon the request’s approval, the eLearning Portal Administrator will create a Blackboard organization for the leader.

B. Content

- i. Blackboard organization leaders will act as mediators and coordinators for their respective online participants, and will be responsible for both the content and construction of the Blackboard organization.
- ii. Blackboard organizations will receive a one gigabit space quota and an individual file size limit of 25 MB. Leaders should maintain copies of critical files in a separate location since individual files cannot be recovered easily from automatic backup procedures in place for Blackboard as a system.
- iii. Blackboard organizations that are inactive for one year will be removed from the system. Information Resources will notify the leader that the organization will be removed. It will be the Primary Leader’s responsibility to copy the organization content to another location if archiving is necessary.
- iv. Blackboard organization leaders are highly encouraged to work closely with Instructional Technologies and Design Services in the initial planning stages and throughout the life of the Blackboard Organization and for any assistance in saving content.

C. Roles and Privileges

i. Definitions:

- a. Blackboard Organization Roles: Individuals within a Blackboard organization have one specific role of either leader or participant.
- b. Blackboard Organization Privileges
 1. Primary Leader has full privileges to manage the organizational content and add/remove participants and additional leaders.
 2. Additional Leader has full privileges to manage the organizational content and add/remove participants.
 3. Participant has privileges to access organizational content and post to discussions.

ii. Primary Leader

- a. Every Blackboard Organization will have a primary leader that is a member of the college faculty or staff. This person will have responsibility to act as mediators and coordinators for their respective online participants, and will be responsible for both the content and construction of the Blackboard organization.
- b. All leaders must comply with all college policies including FERPA and the Information Resources Acceptable Use Policy.

iii. Additional Leaders

- a. Additional leaders may be added to the Blackboard Organization by the Primary Leader.
- b. All leaders must comply with all college policies including FERPA and the Information Resources Acceptable Use Policy.

iv. Non-Cortland Leaders

- a. Primary leaders may desire that a non-Cortland faculty or staff member be added as a leader. This individual may not be added to the Blackboard organization as a leader unless the individual is registered with Human Resources as a volunteer and has acquired proper login privileges. According to Human Resources, Form #13 (Volunteer Appointment Form) should be completed: <http://www2.cortland.edu/dotAsset/113418.pdf>. Once the non-Cortland leader registers with Human Resources and receives a C# and NetID, the Primary Leader may add him/her to the Blackboard organization with leader privileges.
- b. All leaders must comply with all College policies including FERPA and the Information Resources Acceptable Use Policy.

v. Participants

- a. Leaders may set their Blackboard Organization to permit Cortland students, faculty and staff to self-enroll in their organization. Leaders may limit self-enrollment by requiring a password.
- b. Leaders may enroll participants directly into their organizations.
- c. All Blackboard organization participants must comply with all College policies including FERPA and the Information Resources Acceptable Use Policy.

- vi. Non-Cortland Participants
 - a. Leaders may desire that a Non-Cortland student, faculty or staff member be added as a participant. To enroll non-Cortland participants, the Leader must provide an electronic list (spreadsheet or comma delimited file) of the students to be added to their Blackboard organization to the eLearning Portal Administrator at least one week prior to the beginning of the date needed. The file must be formatted as First Name, Last Name, Email Address and Title of organization. Individuals will receive participant privileges to the organization.
 - b. All Blackboard organization participants must comply with all College policies including FERPA and the Information Resources Acceptable Use Policy.

III. Training and Support

Introductory and other appropriate training is highly encouraged for first-time Blackboard organization leaders. Introductory training is best taken several weeks before implementing an organization on the system. Training is available from Instructional Technologies and Design Services, at ITDS@cortland.edu. Once an organization is implemented, leaders are able to continue to work with the ITDS support team through scheduled workshops or by appointment.

Related policies: FERPA
 Information Resources Acceptable Use Policy