Blackboard Learn Policy

I.   Introduction

Blackboard is a suite of modules that provide innovative pedagogical and collaborative tools. Blackboard Learn is the learning management system supported by SUNY Cortland. Careful planning is critical to fully deploy Blackboard Learn's pedagogical and technical features, and to effectively integrate instructional technology into coursework.

Blackboard Learn contains only curricular courses that have been directly imported from Banner. Non-curricular courses are not part of Banner, and are hosted in the Blackboard Community module.

II.   Courses

A. Availability
   i. All course sections within Banner will automatically create a course in Blackboard.
   ii. Blackboard courses are accessed through the myRedDragon portal.
   iii. All courses remain unavailable to students until the instructor opens the course.
   iv. Once a course is opened to students, it will remain open until the instructor closes it to students.
B. Content
   i. Courses in Blackboard will be available for four semesters for copying purposes. After three semesters the oldest courses will be removed from the live system. It will be the faculty member's responsibility to save copies of course content.
   ii. Faculty who use Blackboard are highly encouraged to work closely with Design Help in the initial planning stages and throughout the semester and for any assistance in saving their course content.
   iii. All content created and posted into Blackboard must be compliant with technology accessibility standard WCAG 2.0aa.

III.   Roles and Access

A. Definitions:
   i. Blackboard Campus Roles: Instructor (Co-instructor, GA), Student (TA, SI, Audit), Librarian.
B. Cortland Instructor of Record
   i. Additional instructors may be added to the course by contacting the Registrar's Office. The Registrar's office may add them to the course as an

instructor of record in Banner. Then, they will be added as an instructor to the course with the appropriate Blackboard Access Level at the next Banner/Blackboard synchronization.

    ii. All instructors must comply with all college policies including FERPA and the Information Resources Acceptable Use Policy.

C. Non-Cortland Instructor

    i. Individuals may not be added as an instructor to a Blackboard course unless the individual is registered with Human Resources and listed as an instructor of record in Banner. The Cortland faculty member will need to work wit their Chair, Dean and Human Resources to have non-Cortland

instructors officially added to the Cortland roster. According to Human Resources, Form #13 (Volunteer Appointment Form) should be completed. A co-instructor form from the Registrar's Office will need to be filled out.

    ii. All instructors must comply with all college policies including FERPA and the Information Resources Acceptable Use Policy.

D. Teaching Assistant/Graduate Assistant/Research Assistant/Supplemental Instruction/Tutor/Intern

    i. Instructors may request a teaching assistant, etc. be added to their Blackboard course by completing the signed Confidentiality Agreement. The form includes a checkbox for the instructor to indicate the appropriate Blackboard Access Level. Each teaching/graduate assistant/research assistant/supplemental instructor/tutor or intern must sign a confidentiality agreement that will be on file and stored digitally. .

    ii. All teaching assistants/graduate assistants/research assistants/supplemental instructors/tutors and interns must comply with all college policies including FERPA and the Information Resources Acceptable Use Policy.

E. Student Enrollment

    i. All students registered for a course section within Banner will be automatically loaded as students in Blackboard.

    ii. Students who drop or add a course during the official drop/add period will be placed in or removed from the appropriate course.

    iii. Students who withdraw from a course within Banner will not be removed from Blackboard; however, instructors may deny access to these students.

    iv. Individuals who audit courses must complete an Audit Form and send it to the Registrar's Office. Upon notification from the Registrar's Office, Information Resources will add the individual to the course as a student.

IV.   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 Design Help. Call The Help Center x2500 or email thc@cortland.edu. Once an organization is implemented, leaders are able to continue to work with an instructional designer through scheduled workshops or by appointment.

Related policies: FERPA, Information Resources Acceptable Use Policy

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