Policy for Faculty Use of eLearning

eLearning (formerly WebCT) is the course management system supported by SUNY Cortland. eLearning uses Blackboard which is a comprehensive software package with many integrated components. Careful planning is critical to fully deploy Blackboard's pedagogical and technical features, and to effectively integrate this instructional technology into coursework. The Associate Provost for Information Resources is responsible for the implementation and effective use of eLearning on campus.

Courses that are added to Banner will automatically populate the eLearning system and can be accessed through the myRedDragon portal. Courses in eLearning will be available for three semesters for copying purposes. After the three semesters the oldest courses will be removed from the live system. It will be the faculty member's responsibility to ensure they save copies of their course work to ensure they have access to prior course work after this time. Faculty who use eLearning are highly encouraged to work closely with the Information Resources eLearning team in the initial planning stages and throughout the semester and for any assistance in saving their course data.

Appropriate training is highly encouraged for first-time eLearning users. Anyone who has not previously used Blackboard will consult with the Instructional Materials Designer or the Faculty/Staff Trainer at least one semester prior to teaching with Blackboard. Faculty will be provided with training based on their knowledge and previous experience with other course management systems.

A team of Information Resources professionals is available to support eLearning. The eLearning technologist is responsible for maintaining the hardware and software and for setting up courses and registering students for non-curricular use of eLearning. The Instructional Materials Designer is responsible for working with faculty to identify their instructional objectives, develop eLearning modules, and provide training in the use of the eLearning software.

Procedures for the use of eLearning:

1. Faculty who are using eLearning and would like additional assistance in using the eLearning for their courses should contact the Instructional Materials Designer or Faculty/Staff Trainer.
2. When student assistants have access to eLearning instructional data, faculty will be responsible for training assistants in eLearning. Upon request, the faculty trainer will provide customized training for the teaching assistants.
3. If the course is non-curricular (not populated in Banner), upon successful completion of training, the e-Learning technologist will establish course accounts for the student assistants. (See Non-Curricular eLearning Policy for specific details http://www.cortland.edu/ir/non_curricular_use_of_eLearning.asp)
4. Each eLearning teaching and graduate assistant must sign a confidentiality agreement that will be on file with the eLearning Support Technologist and in the Office of the Associate Provost for Information Resources.

5. Faculty will continue to work with the eLearning support team as course-related issues arise.
6. Additional faculty training and student assistance will be provided upon faculty request

Information Resources eLearning Contacts:

Initial interest in eLearning and assessment of instructional goals and training needs	Instructional Materials Designer or Faculty/Staff Trainer
Effective use of software to meet instructional needs	Instructional Materials Designer
Instructional design consultation to meet teaching goals	Instructional Materials Designer
Establishing accounts and passwords for non-curricular courses (not populated in Banner)	Instructional Technologist Assistant
eLearning functionality questions	Instructional Technologist Assistant
Performing software functions	Instructional Materials Designer
Arranging for faculty training	Instructional Materials Designer
Arranging for student assistance	Instructional Materials Designer
Computer error messages	Technology Help Center

October 2008

Revised October 2009