

## Blackboard Policies

The Blackboard Administrator is responsible for routine operation of Blackboard, version upgrades, hot fixes and uploading of courses and students, training, contact with Blackboard for unresolved issues, and minor management of courses.

A schedule for Blackboard Management Times will be included at the end of this document.

- i) Access to Blackboard is through Nazareth College home page, under Quicklinks or <http://nazareth.blackboard.com>

### Users:

- 2) **User hardware requirements:** browser access to internet, 56K modem, Ethernet card, or wireless, Operating Systems: Windows 98, 2000, XP, or MAC 10.2, 10.3; 256 MB RAM, suggested browsers: Internet Explorer, Firefox
- 3) All faculty and students are given user accounts, while associated with the college.

### Login format:

- i) Usernames: first initial and up to first 6 letters of your last name, and last digit of your student/employee ID number (for a total of 7 letters and at least one number)
- ii) Password: first three letters of your last name and last four digits of your student/employee ID) (for a total of seven characters).
- iii) *There are exceptions to the above rule for common last names.*

**By using Blackboard you agree to abide by the current guidelines on copyright and fair use policy.**

### 4) Courses:

- i) Official Courses- all Nazareth College courses will be provided space on Blackboard, if requested by the instructor. Our current policy is; if you have used Bb in the past, all your courses will be uploaded, including students, deleted after drop/add if not needed, please inform us by email. Your new courses will be made available for the next semester, about 4 weeks prior to the semester start. These will be updated periodically until drop/add. Only the original instructor will be enrolled in the course, other faculty, department chairs or deans, will not be added unless we receive written permission of the faculty member assigned to the course.

**Disk Quota:** The instructor will receive a warning when their quota limit is approaching. Please forward this message to: [www.usl@naz.edu](mailto:www.usl@naz.edu)

Adjustments to course quotas will be made on an as needed basis.

To prevent the course quota exceeded problem, delete materials after the due date.

**Cross Listed Courses:** The instructor is responsible for informing us. You can copy one course into another, or you can request that it be done for you.

5) **Unofficial Course Space/Organizations:** Course space can be request for “courses” not officially maintained by the college. Instructors of such a course will need to request then to be set up, and be responsible for them, including enrollment. Registered courses will take precedence.

6) **Course Cartridge and other Outside Vendors’ products:**

- i) By accepting these products, the instructor is responsible for maintaining that segment of their Blackboard course.
- ii) The administrator must be contacted with the course cartridge number.

7) **Student Responsibilities:**

- i) Students will maintain course security by preserving privacy of username and password.

## **8) Instructors Responsibilities:**

- i) Instructors will administer their own course(s) including design, creation, and upload of content, and backups.
- ii) Acquire copyright permission as need for any information in any media format used in Blackboard site.
- iii) Perform routine “Beginning of Semester” tasks, which may include, but not limited to: design, build, upload content, if you have changed the default, set course or other content areas availability to Yes, verify class roster, add/remove students as needed, inform students how to access your course, where you have placed course material(s); create backups of your materials, and student Gradebook.
- iv) Perform appropriate “End of Semester” tasks which may include, but not limited to: download Gradebook, and student work/content; create a full archive backup of your course, backup the archive to a removable storage device; set course availability to No, remove any content not needed. Courses older than 18 months will be removed by the administrator.
- v) Instructors will be responsible for copying existing courses into the next semesters’ course if desired.

## **9) Administrator Responsibilities:**

- i) Oversee course and user management, configure properties and system settings, and communicate important information to users as needed.
- ii) Maintain system; remove old courses, upgrade versions and fixes as needed. Advance notice of upgrades will be provided through the system announcements.
- iii) Provide training to new instructors and workshops as needed.
- iv) Provide documentation of Blackboard tasks/functions.

Quick Tutorials, located in the Control Panel, are provided by Blackboard.

