

Title: Policies for Instructors and Assistants Using the Temple University Blackboard Learn System
Effective Date: July 1, 2009
Issuing Authority: Executive Director of Academic Computing

The Office of Computer Services provides University faculty, adjunct professors, graduate assistants, and teaching assistants the ability to post online course content; host blogs, wikis, discussion forums and chat sessions; provide online access to grades and assessments; and perform other teaching/learning activities through the Blackboard Learn System.

Within the Blackboard system, University faculty, adjunct professors, graduate assistants and teaching assistants, who manage Blackboard course content, are classified as either “instructors”, “builders”, or “teaching assistants”. To simplify the following information, any individual responsible for uploading and managing content within an individual Blackboard course will be referred to as a “Blackboard instructor”.

This policy regulates the use of the Temple University Blackboard system by Blackboard instructors.

- 1. While the Temple University Blackboard system is maintained and managed by the Computer Services department, the management of course material in individual Blackboard courses is the responsibility of the Blackboard instructor.**
 - a. Blackboard instructors are responsible for their course content.
 - b. Blackboard instructors are responsible for ensuring that content adheres to current copyright laws.

- 2. Although Computer Services performs nightly backups of all data on the Blackboard system, the Blackboard system does not enable a course or item within the course to be recovered from system backups. Therefore, it is the responsibility of the Blackboard instructor to maintain a backup of their course(s) and course materials. Computer Services recommends the following:**
 - a. Blackboard instructors should periodically download grades stored in the Blackboard Grade Center. Downloading will create a file, which can be stored on your personal computer and opened in Excel or other spreadsheet program
 - b. Blackboard instructors should maintain an archive of their course(s). Archiving creates a compressed (zipped) file that contains all of the documents posted in the course.
 - c. Blackboard instructors should never recycle a Blackboard course without first downloading grades and archiving course content.

- 3. Entire courses or parts of courses may be removed or recycled by Blackboard instructors. Once courses or course content are removed or recycled from the Blackboard system, the only method of retrieval it is through archives made by Blackboard instructors prior to the course or content removal.**
 - a. Blackboard instructors may request that a course be removed through the “Course Tools” tab. Once a course is deleted from the Blackboard system, it cannot be undeleted.
 - b. Blackboard instructors can remove content from within a course. Once deleted, content cannot be undeleted.
 - c. Blackboard instructors can recycle courses. This allows Blackboard instructors to remove unneeded non-reusable parts of courses, such as the students and grades, while leaving the teaching material for reuse during the next semester. Recycling is permanent; content cannot be recovered.
 - d. Blackboard instructors can un-enroll and/or recycle students from a course. Once un-enrolled, all gradebook items, discussion forum postings, and drop-box items associated with un-enrolled or recycled students will be removed and will be unrecoverable.
 - e. Provided they have an archive, Blackboard instructors, who inadvertently remove or recycle a course on the Blackboard system, can contact the Instructional Support Center at 215-204-8529 to request their course be restored.
- 4. Courses that are inactive for two or more years will be automatically deleted from the Blackboard system.**
 - a. An inactive course is defined as any course that has not been changed or modified by the Blackboard instructor for two or more years.
 - b. Once a course is deleted from the Blackboard system, it cannot be undeleted.
- 5. Blackboard instructors are responsible for enrollment and un-enrollment in their Blackboard courses.**
 - a. Blackboard instructors can request automatic enrollment into specified Blackboard courses by using the “Auto-Enroll” tool on the “Course Tools” tab. Automatic enrollment enrolls all students who have an AccessNet account and are registered for a specified Temple University course into a specified Blackboard course.
 - b. Automatic enrollment for a semester begins on the Friday before the first day of the semester and occurs daily at 8:00 AM and 8:00 PM. Automatic Enrollment for the semester will stop two weeks after the drop/add date. Blackboard instructors, who wish to have automatic enrollment occur at a non-scheduled time may use the “synch” tool.

- c. When a student drops a course and is removed from the Temple University official class list, they are not automatically removed from the Blackboard course list. Blackboard instructors who wish to have students removed from the Blackboard class list must do so manually.
 - d. Blackboard instructors are responsible for un-enrolling students from their course(s) at the end of each semester. This will not occur automatically.
- 6. Blackboard is unavailable every Monday morning from 6:00-7:00AM for weekly maintenance. Blackboard may also be unavailable at other times for periodic upgrades, simulated load testing, or more involved system maintenance.**
- 7. Blackboard instructors must comply with all other Computer Service policies on computer usage, networking, security, and other applicable policies related to the use of Temple University computer resources.**

Detailed instructions for using Blackboard are available at <http://www.temple.edu/cs/isc/teach/how-to/index.html>. For consultations, please contact the Instructional Support Center at one of the locations listed below.

Main Campus

TECH Center
Room 111
215-204-0789 (1-0789)
215-204-8529 (1-8529)
Hours: 8:30am to 5:00pm

Health Sciences Campus

Medical Research Building
Technology Resource Center
Suite 112
215-707-7702 (2-7702)
Hours: 8:00am to 4:00pm

Ambler Campus

Ambler Learning Center
Room 111
267-468-8393
Hours: 8:30 – 5:00pm