

Title: Policies for Leaders Using the Temple University
Blackboard Community System
Effective Date: July 1, 2009
Issuing Authority: Executive Director of Academic Computing

The Office of Computer Services provides University organizations, departments, and working groups the ability to post online documents; host blogs, wikis, discussion forums and chat sessions; and use other communication and collaboration tools through the Blackboard Community System.

Within the Blackboard system, individuals, who manage Blackboard organization content, are classified as either “leaders”, “builders”, or “assistants”. To simplify the following information, any individual responsible for uploading and managing content within a Blackboard organization will be referred to as a “Blackboard leader”.

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

- 1. While the Temple University Blackboard system is maintained and managed by the Computer Services department, the management of material in individual Blackboard organizations is the responsibility of the Blackboard leader.**
 - a. Blackboard leaders are responsible for their organization content.
 - b. Blackboard leaders 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 an organization or item within an organization to be recovered from system backups. Therefore, it is the responsibility of the Blackboard leader to maintain a backup of their organization(s) and/or the materials in the organization. Computer Services recommends:**
 - a. Blackboard leaders should periodically create and download an archive of their organization(s). Archiving creates a compressed (zipped) file that contains all of the documents posted in the organization.
 - b. Blackboard leaders should never recycle or delete a Blackboard organization without first archiving the organization or ensuring that the content contained in the organization is stored in another location.

- 3. Entire organizations or parts of organizations may be removed or recycled by Blackboard leaders. Once organizations or content are removed or recycled from the Blackboard system, the only method of retrieval it is through archives or exports made by Blackboard leaders prior to the organization or content removal.**

- a. Blackboard leaders may request that an organization be removed through the “Course Tools” tab. Once an organization is deleted from the Blackboard system, it cannot be undeleted.
- b. Blackboard leaders can remove content from within an organization. Once deleted, content cannot be undeleted.
- c. Blackboard leaders can recycle organizations. This allows Blackboard leaders to remove unneeded non-reusable parts of organizations, while leaving the remaining material for reuse. Recycling is permanent; content cannot be recovered.
- d. Provided they have an archive, Blackboard leaders, who inadvertently remove or recycle an organization on the Blackboard system, can contact the Help Desk to request their organization be restored.

4. Organizations that are inactive for two or more years will be automatically deleted from the Blackboard system.

- a. An inactive organization is defined as any organization that has not been changed or modified by the Blackboard leader for two or more years.
- b. Once an organization is deleted from the Blackboard system, it cannot be undeleted.

5. Blackboard leaders are responsible for enrollment and un-enrollment in their Blackboard organizations.

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 leaders 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