

Blackboard Policies and Procedures

September 19, 2014

1) Use of Blackboard:

Blackboard is intended for Rollins College classes. If you are interested in using Blackboard for other activities, please call the Helpdesk **407-628-6363** to submit a ticket.

2) Creation of Courses:

Courses are created in Blackboard through Banner uploads. All staff, faculty, students, courses, and enrollments are uploaded daily at the beginning of the semester and less frequently thereafter.

Please keep in mind possible errors in Blackboard that can occur because of how data is entered into BANNER. Duplicate CRNs, Course Titles with symbols in the name (;/-etc), and other unusual issues trickle down to Blackboard and often cause problems.

3) Creation of Student Accounts:

New and returning students are added to Blackboard at the beginning of a semester. These students are brought in from Banner and are added to the correct course according to the course reference number (CRN). If a student adds or drops during the first week of school or after this week, the instructor should add or remove the student from his/her Blackboard course. If a faculty member attempts to add a student and cannot find that student in the Blackboard database, please call the Helpdesk **407-628-6363** to submit a ticket. Be sure to include the following information: the student's name, R-card number, and course reference number (CRN) the student needs to be enrolled in.

4) Blackboard Account and Password Information:

Your initial Blackboard username is your Rollins e-mail ID (ex. jdoe). Your initial Blackboard password is your R-card number with the R capitalized and ! at the end. Students and faculty are encouraged to change their passwords in Foxlink (not Blackboard) because anyone could find an R-card lying around somewhere (if you leave it somewhere by accident). Once the password is changed, be sure to remember it and do not give it to anyone else to use.

If a student or faculty member forgets his/her password and is unable to retrieve it, please call the Helpdesk **407-628-6363** to submit a ticket.

5) Blackboard Data Retention:

Purpose: This policy defines the duration of course availability and course data on the Blackboard Learning Management System and the course archive and deletion schedule. This policy is designed to provide adequate access to previous courses while giving consideration to maintaining the speed and performance of our Blackboard system.

All academic courses will remain on the Rollins Blackboard server and will be accessible to faculty and students for one year following the completion of the course. This includes all course content and student data (e.g., student work and grades). The one-year limitation aligns with the grade appeal process.

One year following the completion of the course, the Blackboard courses will be made unavailable to faculty and students and the content only will be archived and removed from the Rollins Blackboard server. The archived courses preserved will not include student data. The IT Department will store the archived courses for two years and then the courses will be deleted.

Definitions:

Archive: The process of exporting the course content from a Blackboard course as a zip file.

Deletion: The permanent removal of the archived Blackboard courses.

Student Data: Any student work completed in a Blackboard course (e.g., paper or text box submission, discussion post), student grades, and instructor feedback provided in the course.

6) Problems with Blackboard Accounts or Blackboard Server:

If you encounter any problems with Blackboard, please call the Helpdesk **407-628-6363** to submit a ticket.