

Faculty Senate Resolution #16-24

Approved by the Faculty Senate: March 15, 2016

Approved by the Chancellor: April 1, 2016 ([with edits](#))

Standard Operating Procedures for Access to Blackboard

ECU limits access to a course in Blackboard to faculty and students registered to teach or take that course. Only the instructor of record may grant course access to ECU faculty, staff or external guests. Banner controls the student enrollments. The faculty member or ITCS Blackboard Administrators must add any additional course members, in order to ensure appropriate approvals and documentation are received. If faculty need to invite a course member external to ECU, they must submit a Blackboard External Access Request form within the Online Help Desk. Faculty can learn more about this process here: <http://blog.ecu.edu/sites/blackboard/blog/category/external-accounts/>. Access to and use of Blackboard is subject to the [Academic Computer Use Policy](#) and the [Student and Employee Computer Use Policy](#). **Per these policies, accessing individual faculty member's computers to enforce university policies requires specific approval of the chancellor.**

There will be occasions when faculty need to enroll additional course members for peer review, accreditation, sharing course content, inviting a guest speaker, etc. When faculty or ITCS Blackboard Administrators add additional participants to a course, they must select the appropriate course role and ensure compliance with the provisions of FERPA .

Only certain course roles contain privileges to view the Grade Center, student work or interactions protected by FERPA. According to FERPA, any information that is not considered Directory Information may not be disclosed to anyone except the student without prior written consent. For details about Directory Information, visit the Office of the Registrar's FERPA page www.ecu.edu/cs-acad/registrar/FERPA.cfm. There are exceptions to this rule. Institutions may release information from student records (that is not considered Directory Information) without prior consent to school officials with legitimate educational interest (e.g. one faculty member to another) and to Federal, State, and local authorities involving an audit or evaluation of compliance with educational programs (e.g. NCAA).

Below is a list of the most typical scenarios and recommendations for course roles, along with a brief description of the privileges assigned to each role. This list is intended to be nonexclusive and does not include technical support roles. Modifications of these role permissions can be made on a case-by-case basis with the approval of the Registrar.

Primary Access to a Course:

- **Course Role: *Instructor***
 - Purpose: The person teaching or facilitating the class.
 - Process: Instructor of Record is assigned in Blackboard through the Banner Enrollment feeds.
 - Role Permissions: Instructor has access to all areas in the Course Control Panel. Instructor can add and remove guests from the course. Banner controls Blackboard student enrollments and instructors may modify student enrollments only when necessary to ensure that students have timely access to the course.

- **Course Role: *Student***
 - Purpose: This course role is assigned to students enrolled in a class.
 - Process: Students are enrolled in a Blackboard class through the Banner Enrollment feeds.

- Role Permissions: Student has no access to any areas on the Course Control Panel. Student has access only to his or her grade book and course content and assessments made. Please Note: An enrolled student in a course should never be elevated to a TA because of the additional privileges that role provides within the course.

Administrative Access:

- Course Role: *Chair*
 - Purpose: This course role can be made available to a Departmental Chair for business purposes. Business purpose includes but is not limited to absence of instructor, grading, accreditation, and teaching review. Business purpose does not include access for an investigation into misconduct or to enforce policy which requires Chancellor approval.
 - Process: Instructor of Record for the course must be informed prior to Chair access. The instructor can enroll their Department Chair or the Department Chair can submit an IT Service Desk Request for ITCS Blackboard Administrators to provide access. Documentation the faculty was informed should be retained by the Chair or administrator who accessed the course.
 - Timeframe: This role is assigned indefinitely.
 - Role Permissions: The Chair role has access to course content, test, assignments, discussion forums, groups, Grade Center and users. The Chair role cannot edit or delete content.

Accreditation and Review Access:

- Course Role: *Course Reviewer*
 - Purpose: Course visitors who need access to course content, interactive tools, assessments and users.
 - Process: The faculty member or ITCS Blackboard Administrators must add any additional course members using this course role. For external accounts, please see [Blackboard External Account Requests](#).
 - Timeframe: This role may be assigned indefinitely or on a time-limited basis. The timeframe for access should be stated upon request. If requested access is time-limited, the requestor must request an extension, if needed. Otherwise, faculty may remove access once the requested timeframe has expired.
 - Role Permissions: Course Reviewer has access to course content, tests, assignments, discussion forums, groups, and users. Course Reviewer cannot edit or delete content and does not have access to the Grade Center.
- Course Role: *Content Reviewer*
 - Purpose: Course visitors that need access to course content.
 - Process: The faculty member or ITCS Blackboard Administrators must add any additional course members using this course role.
 - Timeframe: This role may be assigned indefinitely or on a time-limited basis. The timeframe for access should be stated upon request. If requested access is time-limited, the requestor must request an extension, if needed. Otherwise, faculty may remove access once the requested timeframe has expired.
 - Role Permissions: Content Reviewer has access to course content. A Content Reviewer cannot edit or delete content, view users, or access the Grade Center.

Peer Review Access:

- Course Role: Course Reviewer or Content Reviewer
 - Purpose: Reviewers for different levels of course review, for example, Peer Review.

- Process: The faculty member or ITCS Blackboard Administrators must add any additional course members using this course role.
- Timeframe: This role may be assigned indefinitely or on a time-limited basis. The timeframe for access should be stated upon request. If requested access is time-limited, the requestor must request an extension, if needed. Otherwise, faculty may remove access once the requested timeframe has expired.
- Role Permissions: See the Course Review and Content Reviewer sections.
- Course Role: *Guest*
 - Purpose: Instructor can make specific areas within a course accessible to the Guest role(s).
 - Process: The faculty member or ITCS Blackboard Administrators must add any additional course members using this course role. For external accounts, please see [Blackboard External Account Requests](#).
 - Timeframe: This role may be assigned indefinitely or on a time-limited basis. Decisions on timeframe are left to the discretion of the instructor of record.
 - Role Permissions: Users with the role of Guest have no access to the Course Control Panel, Grade Center, or any Content area that contains gradable items.

Instructional Support:

- Course Role: *Teaching Assistant*
 - Purpose: To assist Instructor with developing, teaching or facilitating the class.
 - Process: The faculty member or ITCS Blackboard Administrators must add any additional course members using this course role.
 - Timeframe: This role may be assigned indefinitely or on a time-limited basis. Decisions on timeframe are left to the discretion of the instructor of record.
 - Role Permissions: Teaching Assistant has the same privileges as Instructor, except they cannot add or remove users from the course, bulk delete or copy content, or elevate another user's role.
- Course Role: *Grader*
 - Purpose: To assist Instructor in the creation, management, delivery, and grading of Assessments and Surveys
 - Process: The faculty member or ITCS Blackboard Administrators must add any additional course members using this course role.
 - Timeframe: This role may be assigned indefinitely or on a time-limited basis. Decisions on timeframe are left to the discretion of the instructor of record.
 - Role Permissions: The Grader role has limited access to the Course Control Panel. A Grader would assist Instructor in the creation, management, delivery, and grading of Assessments and Surveys. Grader may also assist Instructor with adding manual entries to the Online Grade Center.
- Course Role: *Course Builder*
 - Purpose: A research assistant, instructional designer or an assistant with limited responsibilities.
 - Process: The faculty member or ITCS Blackboard Administrators must add any additional course members using this course role.
 - Timeframe: This role may be assigned indefinitely or on a time-limited basis. Decisions on timeframe are left to the discretion of the instructor of record.
 - Role Permissions: The Course Builder has access to most areas of the Course Control Panel. The Course Builder role does not have access to the Grade Center.
- Course Role: *Guest Lecturer (non-ECU) Access:*
 - Purpose: Class participants who are external to ECU.
 - Process: ITCS Blackboard Administrators must create a Blackboard account for non-ECU course guests. For external accounts, please see [Blackboard External Account Requests](#).

- Timeframe: This role may be assigned indefinitely or on a time-limited basis. Decisions on timeframe are left to the discretion of the instructor of record.
- Role Permissions: Users with the role of Guest have no access to the Course Control Panel, Grade Center, or any Content area that has a gradable item. An instructor can make areas within a course accessible to guests.

Special Considerations for Course Content Access

Course content developed by a faculty member can in most cases be made available to others for use in teaching a course. For example, Faculty A develops a course while working at ECU and in the future Faculty B is assigned to teach the course. In this example, the course content can be made available to Faculty B.

In this scenario, the faculty member who created the course should be asked to share the content or make the content of the course available. The ITCS Blackboard administrator can be contacted by the faculty member to assist with making the content available should assistance be required.

In the event the currently employed faculty member is not available or does not make the content available in the required time frame, the chair of the department is considered the custodian of this data and should put in a request via the ITCS Help Desk to make the request for access to the course content.

If the faculty member is no longer an employee, the chair of the department is considered the custodian of this data and should put in a request via the ITCS Help Desk to make the request for access to the course content.

As a condition of employment, EHRA Employees shall be deemed to have granted the University a perpetual, non-exclusive, non-transferrable, royalty-free license to use Traditional or Non-Directed Works and Sponsored or Externally Contracted Works owned by them for the University's own education or research use, unless such license will impede scholarly publication or similar activities, or violate provision of a contract between the EHRA employee and a third-party. Any questions regarding usage should be directed to [ECU's Copyright Officer](#) and to the [Copyright Regulation](#).

Additional Blackboard procedures can be found at <http://www.ecu.edu/itcs/help/blackboard>.