

## Blackboard Learn Policy

### Vernon College

#### Introduction

This document is intended to serve as a set of guidelines for decision-making related to the use of the Blackboard Learn course management system.

#### Requesting a blackboard course/account

Faculty training is required prior to teaching in Blackboard.

You may request creation of your blackboard course(s) after successful completion of Blackboard Online Training. A request form will become available in Module 5 of training.

#### Course Retention:

Courses are retained during the active semester. Upon semester end, the active course (students work and grades) will be backed up, then removed. See chart below regarding course removal.

The removal of courses from the Blackboard Learning System is necessary to maintain a manageable database size to ensure speed and performance of the systems as well as a cost containment measure in the amount of storage needed.

Examples: A Blackboard course site created in Summer2012 will be deleted by Fall 2012.

Term Course Offered	Date Courses Removed
Summer 2012	Sept. 1, 2012
Fall 2012	Jan. 15, 2013
Spring 2013	June 15, 2013
Summer 2013	Sept. 1, 2013
Fall 2013	Jan. 15, 2014
Spring 2014	June 15, 2014
Summer 2014	Sept. 1, 2014

What gets deleted from a Blackboard Course?

Deleting a Blackboard course permanently removes it from the Blackboard system so that it is no longer accessible. When a Blackboard course is deleted it is automatically removed from a user's course list. All materials stored in the Blackboard course are deleted. This includes all files, grades, assignments, quizzes, surveys, links and anything else associated with the course.

At the beginning of each semester, faculty will be notified of the schedule for removing courses. This notification will provide ample time for faculty to save a course for their own records.

### **Recycle a Course for Re-Use = Sandbox Creation**

It is recommended that faculty and staff recycle a course if they intend to reuse the content in another course in the future. The recycled course is referred to as a “Sandbox”. Contact your Blackboard System Administrator if you need assistance.

### **Archive a Course for Record Keeping**

At the end of each semester, the Blackboard Administrator will coordinate the archival of course(s). Archiving creates a backup of the course including student information such as grades, or discussion board postings.

IMPORTANT: the archive process does NOT include content from the course Blog or course Wiki.

### **Restoring a Course**

Restoring an archived course will be performed only when it is necessary to recover grade-related student information, due to Academic Grievance or as approved by the Division Chair. Restoring a course will fully recreate the course including all course content and student information, with the exception of the course’s Blog and Wiki content.

If a course restore is needed, only the Blackboard System Administrator can restore it. Faculty will be notified when the restoration is complete.

Course Restoration will only be active for 2 weeks, unless otherwise specified.

### **Course Quota and Single File Quota for Blackboard**

**Storage for course materials in a single Blackboard course is limited to 200 mb.** These quotas are consistent with other institutions and will prevent the uploading of large audio and video files which use up costly disk space and slow overall system performance. Blackboard advises that users link audio/video files to other storage systems rather than upload them to Blackboard. Vernon College will use the Helix Media Library to store video files.

## **Naming Convention for Courses**

Courses in Blackboard will include a course id in the following format: Year\_Semester\_CourseNumber section and the course name will be the actual title of the course.

### **Beginning Fall 2012**

<b>Course ID (Admin)</b>	<b>Course Name (Student )</b>
FA12HITT1305901	HITT 1305 Medical Terminology
SBHITT1305	HITT 1305 Sandbox

When attempting to process a course copy for a course, it is important to note the proper course id for the original course prior to the process.

## **Student Enrollment**

Instructors will manually enroll students via the control panel for their course each semester.

## **Requesting Help**

Student assistance is available for Blackboard through the Help Form. Instructors are the first line of communication for students who need help. If the instructor is unable to resolve the problem, then the instructor may contact the Blackboard administrator for help. Instructors are not to refer students to the Blackboard Administrator unless this is deemed necessary by the Blackboard Administrator.