

Blackboard Use Policy

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blackboard@stonybrook.edu

<https://blackboard.stonybrook.edu>

This set of policies is intended to provide members of Stony Brook University community with standardized practices for Blackboard. This does not apply to the School of Nursing's Blackboard site.

These policies are also intended to ensure reliable and consistent service from instructional technologists and designers on campus. These policies are subject to change, do not rely on printed copies of this document without first verifying their accuracy.

Changes and updated versions of this policy will be posted on our website:

Questions regarding these policies and procedures can be sent to: blackboard@stonybrook.edu

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SECTION I: System and support availability

Blackboard is funded by the student technology fee and is maintained and supported by the Division of Information Technology (DoIT). The system is available 23 hours (each night, the system is unavailable for an hour, around 5am EST, so backups can be done), 7 days a week (excluding scheduled outages). Support is generally available, Monday-Friday, 9am – 5pm when courses are in session.

Who Can Use Blackboard?

Blackboard is funded by the student technology fee, there are restrictions on who can use the system. Blackboard is available to all instructors who are teaching at either the Stony Brook, Southampton or Korea campus.. Our Blackboard system is also available to all Academic Departments & Student Service Areas

Access for Faculty, Staff, and Students

Access to Stony Brook's Blackboard course management software, materials, and affiliated online tools will be granted as follows:

NetID Access

In order to use Blackboard a campus NetID username and password is required. It is important that users are aware that they are responsible for all activity conducted with their accounts and are not to share login information with anyone. Users must set up their NetID by logging into their [SOLAR](#) account and following the steps after clicking on [NetID maintenance](#).

Guest Access

Blackboard allows an individual who is not enrolled in a course to access specific areas of course sites. By default, the system is set so that “guests” **may not** access a course. Instructors do have the option of changing this setting in their courses. Additional information can be found on the CELT service page:

Student Access

Every semester, a Blackboard site is created for each course. Students who are registered for classes that are using Blackboard will be given full access to those course site(s) no later than the first official day of classes for each semester. Instructors may, at their discretion, add currently enrolled SBU students to their course site if they are not registered for the course. Students who register after the first day of the semester will be added to the course within 1 business day during the add/drop period of the semester. Students who drop a course should no longer see that course on their Blackboard site 48 hours after they have officially dropped a course. SOLAR is the official record of enrolled and dropped courses.

Faculty/Staff Access

Accounts are automatically created for faculty once they are scheduled to teach a course in PeopleSoft. Non-teaching faculty & staff will be given accounts upon request. When Blackboard course sites are created, only the people listed in SOLAR as instructors & TA's are automatically added. Additional faculty & TA's must be added by the Primary Instructor.

Length of Access to Course Sites

Students will have access to their courses until the "last day to complete an incomplete" has passed. A schedule is posted on our Blackboard support page

Length of Access to Blackboard

Students will have access to Stony Brook's Blackboard system until they are no longer registered for at least one course at Stony Brook University and their NetID is no longer active. Faculty and Staff will have access until they are no longer employed by Stony Brook University and their NetID is no longer active.

SECTION II: Course / Organization Management

Courses Kept on the Blackboard Server

Course sites will remain on the Blackboard server for 3 years after the course has ended. Faculty who wish to have their courses removed sooner must change the name of their course to "Please Delete". Information on how to change the course title is available on the Blackboard Support Website. Instructors will receive notification when their class is scheduled for deletion. It is the responsibility of Instructors to archive their courses.

Course Quota Limitations (Video files)

At this time, there is no limitation on the amount of space allotted to each course site **except video files**. The Blackboard support team recommends that videos be shared via Google Drive.

Transferring Course Sites

An Instructor may elect to transfer a course site and its materials to another faculty member or give another faculty member access to a course. A course site will not be re-assigned to a new instructor for reuse without written permission from the original instructor. If the primary instructor is no longer available, we require University Counsel permission to transfer content. If instructors leave Stony Brook University for other employment, they may request to have their course deleted and/or request a copy of their course site(s) to take along. Arrangements can also be made to have their course site transferred electronically to their new institution, where it may be usable (within technological limits).

Requesting Combining course sites

Blackboard course sites are automatically generated prior to the beginning of each semester for all courses that are scheduled in PeopleSoft. Instructors who wish to combine multiple sections into one course site may submit a request on-line. It is the responsibility of the instructor to

submit this request every semester as old course sites cannot be reused and we do not have an automated way of combining sections.

Requesting a Blackboard Organization Site

Academic Departments & Student Service Areas can request a Blackboard site for their department.. The Blackboard Support Team will enroll the Academic Department major/minor organization sites based on information received from the Peoplesoft system. It is the responsibility of the Student Service Areas to enroll users. Please see the [Blackboard Support website](#) to locate the appropriate request form.

Gradebook Information

The Blackboard Online Gradebook is a tool designed for the convenience of students and faculty. Grades posted in Blackboard are not automatically posted to the SOLAR System. Thus it is not an official record of the student grades, nor should it be considered a legally binding record of student scores. Faculty are strongly encouraged to periodically save or export an offline copy of the Online Gradebook and to print a final copy for their records after the semester ends. In addition, faculty who post grades in areas other than the Gradebook area of their course site may be in violation of [FERPA](#) (Family Education Rights & Privacy Act) if any part of a student's identifying information is used. Should information that violates FERPA be posted on a Blackboard site and a student brings it to our attention, the Blackboard support team is required to notify the Registrar's office.

Online Quizzes/Surveys

Blackboard does provide instructors the ability to conduct online quizzes / surveys. Instructors who wish to utilize the online assessment features are encouraged to contact CELT for a consultation: celt@stonybrook.edu

Copyrighted Material

When posting materials on Blackboard, faculty are expected to abide by copyright laws. For more information visit: <https://guides.library.stonybrook.edu/copyright>

Requesting 3rd party tools (LTI's) be added to Blackboard

If Instructors require students to use a 3rd party application to complete coursework and it has a Blackboard LTI or building block that is not listed in their Blackboard site, they may submit an [LTI request](#). Please note that the process can take up to 6 months.

Accessibility Guidelines

Accessibility is an important part of creating and maintaining a website (this includes Blackboard course sites). Adhering to standards is a vital requirement for every Stony Brook University website.

Instructors are expected to have accessible sites in accordance with the [World Wide Web Consortium \(W3C\) Accessibility Guidelines](#) and [NYS Technology Policy 99-3](#).

The following are tools/suggestions for making sure your courses are accessible:

ALLY

Stony Brook's Blackboard system contains ALLY. Ally [generates an accessibility score](#) for each item in your Blackboard class. This score shows you how accessible your site is and works as an alert to fix inaccessible items. Ally also generates a [Course Accessibility Report](#) which shows you your course accessibility rating and what changes you can make to your course.

Course Menu

Leave the default setting of their course menu options as Text and not change them to Buttons. The Blackboard support team reserves the right to change any menus that are changed to buttons to ensure that all course sites are accessible.

Course Design

When changing the default design, it is very important that the menu have contrasting colors. In other words, if you choose a light background, the text should be dark, and vice versa. Avoid light & bright colors (such as oranges, yellows, reds) as students with visual problems have trouble seeing those colors.

Timed Quizzes

If you are using the quizzing feature of Blackboard and have opted to set up timed sessions, please know that you may have to make other arrangements for some students. It is the responsibility of the student to notify the Student Accessibility Support Center (SASC) office if they need more time on exams. SASC will notify the instructor when appropriate.

Roles

Roles control access to the content and tools within a course. Each user is assigned a role for each Course (or Organization) in which they participate. For example, a User with a role of Teaching Assistant in one Course can have a role of Student in another Course. Instructors may use these roles to delegate some of the responsibility for maintaining the course.

Instructor

Users who have the role of Instructor have complete access to the Control Panel in a Blackboard course, they can add/remove content & users. Instructors can also change others' roles in a class.

Teaching Assistant

Teaching Assistants have access to nearly everything in the Course Control Panel. If the course is unavailable to students, Teaching Assistants may still access the course. TA's can do everything the Instructor can, except remove the Instructor and change the roles of others in the course site. This role is appropriate for Faculty, Staff and Graduate TA's. It is not for undergraduate TA's as they then have access to other undergraduates' information (Grades, identifying information, etc).

Course Builder

The Course Builder role has access to most areas of the Course Control Panel. This role is appropriate for a research assistant or for an assistant who has limited responsibilities and should not have access to student grades. Undergraduate TA's must be assigned this role instead of the Teaching Assistant role. The Course Builder Role does not have access to the Gradebook or the ability to view any submitted or graded assignments

Grader

The Grader role has limited access to the Course Control Panel. A Grader would assist the Instructor in the creation, management, delivery, and grading of Assessments and Surveys. A Grader may also assist the Instructor with adding manual entries to the Online Gradebook. Graders do not have the ability to post content.

Student

Student is the default Course User Role. A user with the role of Student has no access to the Course Control Panel.

Guest

Users with the role of Guest have no access to the Course Control Panel. Instructors can make areas within a course accessible to Guests. Guests do not have access to the communication tools, such as e-mail or the discussion board, or areas of the course which are set up as gradable assignments (such as assignments, tests, surveys, etc.) by default.

Observer

The observer role is not used at Stony Brook. This role is for K-12 environments where the parent obtains a "guest" account that is attached to their child so they can monitor activities.

Questions?

If you have any questions regarding this Blackboard Policy, kindly contact:

Division of Information Technology - Academic Technology Services
631-632-2358
blackboard@stonybrook.edu
Stony Brook University