

BLACKBOARD ADMINISTRATIVE STANDARDS POLICY

Policy Title	Blackboard Administrative Standards
Policy Number	AC801
Owner	Senior Vice-President, Academic
Approved by	College Executive Team
Effective Date	May, 2015
Reference	
Links to Other Policy	Copyright, Intellectual Property, Acceptable Use Policy for Computing

St. Lawrence College is committed to making our resources usable by all people, whatever their abilities or disabilities. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

AODA – Accessibility for Ontarians with Disabilities Act

Blackboard Learn – the Learning Management System utilized at St. Lawrence College

CCTL – Centre for Contemporary Teaching & Learning

Course Materials – course content, curriculum materials, or learning activities that are created, purchased or licensed for use and utilized by college employees in the performance of their duties. Examples could include: lecture notes, presentation slides, assignment guidelines, course handouts, etc.

Course Shell – The location within the LMS that will contain all the learning materials for a specific course. An empty course shell will be created by IT Services and will be made available to faculty for customization each semester.

ITS – Information Technology Services

Student Progress/Grades – the specific feedback provided to students through the Grade Centre in Blackboard throughout the course regarding their progress on assignments, tests, quizzes, projects, etc.

Learning Management System (LMS) – the College supported software application that is used by faculty and students to access, plan, implement, supplement, monitor and/or assess learning or to communicate about learning. The current approved LMS is Blackboard Learn.

Purpose:

St. Lawrence College is committed to providing students access to essential course materials, resources, student progress/grades and other relevant information through the College’s Learning Management System (LMS) to support their learning. To that end, the College supports the effective use of our LMS to provide organized, consistent and timely course-related information; increased opportunities for student engagement with content and learning communities; and to facilitate communication between faculty and students. This policy and procedure outlines the expectations for the use of the College’s LMS to support the teaching and learning process.

Scope:

This policy applies to all credit courses in full-time programs except where exempted by the Senior Vice President Academic. This does not apply to external partners delivering St. Lawrence College credits, including OntarioLearn.

POLICY STATEMENTS

1. The following course menu items will be included by faculty in each course shell:
 - About This Course:
 - Blackboard Tutorial (provided)
 - Introduction
 - Course Information
 - Content & Assessments (not mandatory)
 - Communication
 - My Grades

More specifically, each course shell will include the following:

ABOUT THIS COURSE

Blackboard Tutorial	A link to a Blackboard tutorial (content will be provided) that provides students with an overview of how to use the features within Blackboard, from a student perspective
Introduction	<ol style="list-style-type: none"> 1. Message from the faculty member welcoming students to the course and section 2. Contact information for the faculty member, preferred method of communication as well as office hours and location 3. Description of how the faculty member plans to use the LMS and expectations for how students will use Blackboard in this course
Course Information	Course Outline and appendices plus textbook information
CONTENT & ASSESSMENTS: (not mandatory)	
	<p>Course notes, materials, presentations, assessment tools and rubrics (e.g. online quizzes, tests or exams) or other resources as appropriate for students to be successful in the course.</p> <p>Faculty members are encouraged to post assessments and rubrics to facilitate student success.</p>
COMMUNICATION:	
	<p>Faculty-to-student and student-to-faculty communication will be facilitated through the LMS via one or more of the available communication channels:</p> <ul style="list-style-type: none"> • Announcements • Email • Course Messages • Calendar
MY GRADES:	
	A link to “My Grades” where a minimum of mid-term and final grades will be posted as they become finalized.

2. Faculty will use the College’s LMS where applicable and practical to accept student submissions.
3. Faculty will leverage the LMS to enrich the course experience where practical (e.g. discussion tool, blogs, wikis, online readings, online office hours, etc.)

MONITORING

It is the responsibility of the Senior Vice President, Academic and the Associate/Campus Deans to ensure adherence to the policy and to interpret the policy.

POLICY REVISION DATE

SPECIFIC LINKS

APPENDIX A: PROCEDURES

P1. IT Services is responsible for creating the new LMS course shells for all St. Lawrence College credit courses. Every full-time postsecondary credit course will have a course shell created each semester with exceptions approved by the Associate/Campus Dean.

P2. The Centre for Contemporary Teaching & Learning is responsible for providing training and support to faculty in the use of the College's LMS.

P3. Faculty can refer to the "[Blackboard Standards: A Guide for Faculty Members](#)" available through the CCTL for more information about how to implement the Blackboard Standards.

P4. All course materials provided to students must be accessible via the College maintained LMS (unless the utilization of a third party online tool or content has received approval from the Senior Vice President, Academic and, if approved, a link to the site must be provided through the College LMS). The CCTL will work with faculty to ensure best practices when working with digital content and publishers.

P5. Faculty is responsible for preparing and posting course learning materials for students to access in accordance with AODA and copyright requirements.