



## Blackboard Use Guidelines

Blackboard 9.1 is the University of the District of Columbia course management system (CMS). It is available to faculty, students, and staff. For academic purposes, it is primarily used to facilitate instruction, manage courses—both face-to-face or online, administer assessment, collaborate with students or colleagues using web 2.0 media and applications, facilitate organizations, or manage assignments. It is a rich and powerful tool.

Courses are batched into Blackboard 9.1 by the Office of Information Technology prior to the start of the semester, and every twenty-four hours thereafter. The data that facilitates this process comes from the student information system (e.g. Banner). The data that Chairs, Coordinators, or Administrators enter into the system (e.g. curriculum, instructors, room locations, course times etc.) is processed by a tool called snapshot and pushed into Blackboard (we call this batching). Courses become available only when everything is coded correctly into Banner and faculty are assigned to teach courses.

- The use of Blackboard is only for educational purposes and its use is restricted to faculty, staff, administration, organizations, and students of the University of the District of Columbia.
- Courses remain on the Blackboard system for one semester beyond the instructional semester. Courses are archived and removed by the Research Academy for Integrated Learning (RAIL) and Blackboard as a means to maintain available space. It is strongly advised that faculty export a copy of their course(s) at the end of each semester to ensure ready access should they need to quickly restore a course.
- The Research Academy for Integrated Learning (RAIL) will make courses unavailable one-month after the end of each semester. Faculty may individually make their courses available again should they have “I” grades to manage.
- Each course and organization is limited to 100 MB of space on the system. Faculty may petition for an additional 50 MB of space. No courses will be allowed to exceed 150 MB of space. If you need assistance managing your documents and resources, please see the Research Academy for Integrated Learning (RAIL).
- Newly hired faculty will receive a UDC email address after their unit coordinator inserts their data into the Banner system. All newly hired faculty email will follow the configuration of: `firstname[dot]lastname@udc.edu`.
- Faculty must use a UDC email address to have access to Blackboard. No exceptions.
- Faculty are strongly advised to put at minimum, their syllabus and contact information into their Blackboard course site along with resources, readings, or content to ensure student success.
- Blackboard user accounts that show no activity for two years will be purged from the database.
- Organizations that show no activity for two years will be archived and purged from the database.