

# Blackboard Policies

## Accessing the Blackboard System

### User Accounts

- All Towson University Faculty, Staff, and Students will have access to Blackboard. Accounts for Faculty & Staff are created after all HR paperwork has been completed. Student accounts are created when accepted into Towson.
- Faculty, Staff, and Students will use their Towson email address to access Blackboard. Towson email accounts will be the default email account in the Blackboard system.
- If a faculty member has a guest lecturer, a guest account can be created. Guest accounts will be created by the Blackboard Administrator only and will be removed immediately following the lecturer's obligation. These accounts will need to be requested by the Faculty member of the course site.
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- All courses will be made unavailable 1 month after the semester is complete. If a student needs to finish a grade of Incomplete after this time, faculty will need to make the course available again.
- Course sites being used during the current semester must have the current semester code in their Course ID and Course Name. An example would be: ~~1B(1)-2 (2021) (10) A (2014-21)-21~~

## Enrollment

- Student enrollments in Blackboard course sites will be based on the official PeopleSoft roster. Instructors should verify their Blackboard course roster with the PeopleSoft course roster and contact Blackboard support with any discrepancies.
- Enrollments are updated every hour.
- Instructor enrollments in Blackboard course sites will be based on their registration in PeopleSoft. Instructors cannot be enrolled in courses on Blackboard until their paperwork is completed and they have been listed as the instructor on PeopleSoft.

## Organizations

- Campus groups or departments may request a Blackboard Organization. To request a site, email [blackboard@towson.edu](mailto:blackboard@towson.edu).
- Organization leaders are responsible for enrolling members into their organization site.
- Abuse of the Guidelines for Responsible Computing by any member of the organization will result in loss of access to the organization site.

## Course Roles

- Instructor Role: is enrolled automatically in the courses they are teaching, with the ability to access both available and unavailable sections of the course.
- Student Role: Is enrolled automatically in the courses they are taking and deactivated in courses they have dropped. Has access to courses and sections of the courses that are available.
- Teaching Assistant/ibrarian: Is added to the course manually. Has the same access as Instructors but are not listed in the course as Instructors.
- Course Builder: Is added to the course manually. Has the same access as Instructors in Content Areas, but has no access to the Grade Center or related areas.
- Grader: Is added to the course manually. Has the same access as Instructors in the Gradebook and related areas of the course, but no edit, manage, or remove access within the Content Areas.
- FACET Reviewer: Has access to the content area and all content, but no access to the Gradebook, or to edit any content.

## Upgrades and Maintenance

- Blackboard will be updated on the first Thursday of each month unless otherwise stated. Please note that Towson University has no control over these dates and they are subject to change.
- For a list of new features and upcoming update dates, please see <https://wp.towson.edu/bbstatus/blackboard-saas-monthly-updates/>.
- Unplanned outages will be posted on OTS Alerts and the @techau Twitter page.

- System Issues –