# Staff and Student access to additional Blackboard Courses

## Dissemination of best teaching practice – requesting an Exemplar

Each year schools nominate **up to 8 courses** over the course of the academic year. Best on Blackboard Highly Commended will be prioritised.

The eLearning team will provide 8 Organisation spaces for copying the course content into each year, and will provide access for all school staff to each space. At the end of the academic year, the School will decide whether it would like to keep any of the current 8 courses, or update all the spaces with new courses. Eg, if the school decides it would like to retain 2 courses, a further 6 new ones can be added that academic year.

1. Schools nominate courses after the Best on Blackboard competition results and by the end of June (up to a maximum of 8 over the year, including any courses it wishes to retain from the previous year and Best on Blackboard Highly Commended), by emailing [eLearning@manchester.ac.uk](mailto:eLearning@manchester.ac.uk) with **School Exemplars** in the subject field, and providing:
   1. Course title and code
   2. Course Owner
   3. Brief statement as to why it has been selected (for the Exemplars web page)

*(The eLearning team will provide a spreadsheet)*

1. The eLearning team will compile a list for each school, including the Best on Blackboard Highly Commended, which will include the above details and also:
   1. Date to be copied
   2. When it is due to be reviewed
2. The eLearning team will add the nominated courses to the Blended Learning Examples website, within 1 month of the nominations being received (entries on here will identify what makes the course a nomination).
3. The eLearning team will clear out the Organisation spaces before copying in new course content.
4. The eLearning team will copy the course content from each nominated course to one of the designated organisation spaces, by the end of August.
5. The eLearning leads will then communicate the list of new courses to staff in their school.
6. The eLearning team will include updates about the new Exemplars on the website in their regular communications (see below).
7. The eLearning team will keep a record of all previous courses which have been included in the process.
8. School staff will be able to access the Organisation spaces through their My Organisations portlet in My Manchester, or directly in Bb9 using the Organisation links from the drop-down menu at the top-right of the screen.

### Communications

The eLearning team will provide updates on new Exemplars added to the Blended Learning Examples website and information about the new Exemplar Organisation spaces through:

* [Teaching and Learning News](http://www.humanities.manchester.ac.uk/tandl/news/bulletin/)
* [Showcase documentation](http://www.humanities.manchester.ac.uk/tandl/showcase/index.html)
* School quarterly reports and eLearning Annual Report
* The [Faculty Policy and Guidance](http://www.humanities.manchester.ac.uk/tandl/policyandprocedure/guidelinesandpolicydocuments/) website

Blended Learning Examples website: www.humanities.manchester.ac.uk/tandl/elearning/exemplars/

## Staff Access for Peer support and Review purposes

Access to other’s Bb9 spaces for the purposes of:

1. Peer support and review including development and co-ordination of teaching and academic advisement
2. Programme / discipline review / monitoring

Staff members will need to be added individually to courses or Programmes in Campus Solutions by School Administrative staff.

1. School to identify which staff need access to which course or programme space, and provide the School Programme Administrator with:

* Name and ID of member of staff
* Level of access required (recommended that Bb Sinstr (Blackboard Secondary Instructor) is used, as this role is not related to student support/teaching activity).
* Title and code of course or programme
* Length of time they will need access for

1. School Programme Administrator will add staff to course(s)/programme(s) (where a role is available) in Campus Solutions
2. Where the Programme space roles have been used up in CS, the School Programme Administrator will email [elearning@manchester.ac.uk](mailto:elearning@manchester.ac.uk) with the details above, requesting additional enrolments through the Control Interface.
3. School staff are responsible for ensuring that staff are removed from courses/programmes in Campus Solutions once their period of peer support or review is over.

## Student access to Bb9 courses studied in previous years / archived

The eLearning team is discussing options for enabling staff to copy course materials into spaces which would be accessible by students who had previously taken the course. As part of this process, we will need to test various scenarios, so establishing guidelines will require further time and resource.

***Note:*** *guidance is available on the Knowledge Base for Course Guest access. This is a different access request from the above, and should not be used instead. The eLearning team will not give students access to courses studied in previous years / archived. For guidance on Course Guest access, see:*

* [How to allow Guest Access by auditing students to a Bb9 course (STAFF)](http://servicedesk.manchester.ac.uk/portal/app/portlets/results/viewsolution.jsp?ismodal=true&solutionid=041130808030896&SToken=12B32300F747C370B8B4EC128C178BBB)
* [How to access a Bb9 course as a Course Guest (STUDENT)](http://servicedesk.manchester.ac.uk/portal/app/portlets/results/viewsolution.jsp?ismodal=true&solutionid=041130808094134&SToken=12B32300F747C370B8B4EC128C178BBB)

**Document Control**

**Guidelines drawn up following proposal to eLearning Strategy Group 18th March 2013.**

|  |  |
| --- | --- |
| **Guideline Title:** | Staff and Student access to additional Blackboard courses – Faculty Guidance |
| **Date Approved:** | 20 May 2013 |
| **Approving Body:** | Humanities eLearning Strategy Group |
| **Version:** | 1.0 |
| **Supersedes:** | n/a |
| **Previous Review Dates:** | n/a |
| **Next Review Date** | 2014 |
| **Related Policies:** | n/a |
| **Related Procedures:** | n/a |
| **Related Guidance and/or Codes of Practice:** | n/a |
| **Related Information:** | n/a |
| **Policy Owner:** | Humanities eLearning Team |
| **Author:** | Linda Irish, Assistant eLearning Manager |