

## Blackboard Guidelines for Usage at Meredith College

1. Faculty own their course content, and control access rights to courses on the system. The roles of users within a course, enrollment options, course name and description, and content availability are maintained within the course by the instructor.
2. Each course is allotted 200MB, with an option of having a soft quota increase to 300MB if needed. (Note: Courses in excess of 100MB tend to have difficulty in restoration process, if necessary; therefore, conservation of disk space is encouraged, if possible.)
3. Technology Services maintains the server and adds and deletes system wide accounts (such as users and courses).

User accounts are for faculty, staff and students of Meredith College. Courses are created for faculty who request them. Any college club or committee may have a site on Blackboard provided a faculty member sponsors it and assumes responsibility for its maintenance.

4. Basic server maintenance is scheduled every Friday at 3:00 PM when the server will be unavailable for approximately one hour.

Server rebooting is needed to release files handlers and empty system caches. Virus definition updates, and operating system and database maintenance need to occur each week.

5. Updates will be applied to the Blackboard server two times a year. The first week after graduation in December and the first week after graduation in May are identified as optimal occasions.

Blackboard releases updates quarterly with new features and fixes to known problems. It has been our custom to stay one release behind so that we are knowledgeable of application bugs and have work-arounds as needed.

6. Periodic removal of **all** courses **three years old** or older will occur in August during the application update to eliminate orphaned courses, to prevent incompatibility with the application updates, to release students from completed courses, and to release disk space on the server.

Faculty are encouraged to export (preferred) or archive their courses prior to the August updates. If needed, these zipped files can be used to restore the course to the server later. “**Export**” holds instructor content and additions to a course. Each are options from the Control Panel. “**Archive**” holds user data if there are concerns that the student information may be needed later.