Blackboard Role Assignment Guidelines

The UTHSC Blackboard system has a hierarchical roles structure that allows a variety of people to utilize the software to fit their unique needs. Here are some recommended guidelines to follow when designating roles in Blackboard:

⇒ Users should participate in training activities for their role before being assigned to the role.

⇒ Assign users to roles that give them enough access to perform their duties, while limiting their access to avoid interference with others' responsibilities and content.

⇒ Routinely monitor and update the Blackboard roles assigned to people in your area based on personnel turnover, restructuring, and other factors that may affect the way people use Blackboard.

⇒ Add as few Course Directors/Instructors to your course as possible. Because of the unlimited access afforded to this role, you should limit the number of people enrolled in your course as Course Directors/Instructors to one or two enrollees.

⇒ Use the full Banner Course Name and Number in all of your courses

⇒ Do *not* have multiple copies of the same course in Blackboard.

⇒ All Blackboard users must have a UT NetID. If the user is

Blackboard Role Assignment Guidelines

not UT personnel, a UTHSC faculty or staff member must submit request to sponsor a NetID account for the user. Once a NetID has been assigned, the user then can be added to the UTHSC Blackboard system.

The following pages contain a listing of all of the roles available in the UTHSC Blackboard System. This list includes both the name of each role and the privileges that correspond to them. Use the guidelines outlined above when assigning users to these roles.

Blackboard Role Assignment Guidelines

- **Course Director / Instructor**
  - Create/Edit/Delete/Copy Materials in Content Areas
  - Create/Edit/Delete/View Journal Entry
  - Create/Edit/Delete/Grade Blogs
  - Create/Edit/Delete Tasks
  - Create/Edit/Delete Wikis
  - Create/Edit/Deploy/Delete Tests/Surveys/Pools
  - Create/Edit/Delete All Groups
  - Create/Edit/Delete Messages
  - Enroll/Edit/Remove Users
  - Create Course Reports
  - Move Course Files
  - Remove Users from Course
  - Send Email
  - Manage Files
  - Copy Course Materials into an Existing Course
  - Create Discussion Board Forum
  - Edit/Delete Calendar Event
  - Collaboration Tool
  - Change User's Role in Course
  - Disable/Enable Guest and Observer Access
  - Edit Style and Menu
  - Create/Edit/Delete (Advanced) Adaptive Release Rules
  - Create/Edit/Delete Early Warning System Rule
  - Receive Email Enrollment Requests
  - Import Package
  - Bulk Delete
  - Create/Edit/Delete Rubric
  - Access to Control Panel
  - Create/Edit/Delete Announcement
  - Edit/Remove Properties, Name and Description

- ▪ Access to Performance Dashboard
- ▪ Modify Enrollment Options
- ▪ Ability to Access unavailable course
- ▪ Ability to Update Course Properties
- ▪ Export/Archive Course
- ▪ Edit Tool Availability

o **Teaching Assistant**
  - ▪ Create/Edit/Delete/Copy Materials in Content Areas
  - ▪ Create/Edit/Delete/ Journal Entry
  - ▪ Create/Edit/Delete/Grade Blog
  - ▪ Create/Edit/Delete Task
  - ▪ Add/Remove/View All Groups
  - ▪ Messages
  - ▪ Enroll User
    Create Course Reports
  - ▪ Move Course Files
  - ▪ Remove Students from Course
  - ▪ Send Email
  - ▪ Copy Materials into an Existing Course
  - ▪ Create Discussion Board Forum
  - ▪ Edit/Delete Calendar Event
  - ▪ Manage Collaboration Sessions
  - ▪ Edit Guest and Observer Access
  - ▪ Create/Edit/Delete (Advanced) Adaptive Release Rules
  - ▪ Create/Edit/Delete Early Warning System Rule
  - ▪ Create/Edit/Delete Wiki
  - ▪ Create/Edit/Delete/Deploy Tests, Surveys, and Pools
  - ▪ Bulk Delete Content
  - ▪ Create/View/Edit Rubric
  - ▪ Change User's availability in Course/Organization
  - ▪ Create/Edit/Delete Announcement
  - ▪ Edit Course Properties, Name and Description
  - ▪ Access to Performance Dashboard

- Edit Properties, Categorize Course
- Update Enrollment Options
- Access unavailable course
- Export/Archive Course
- Edit Tool Availability

o **Course Builder**
  - Create/Edit/Delete/Copy/Move Materials in Content Areas
  - Create/Edit/Delete/ Journal Entry
  - Create/Edit/Delete/Grade Blog
  - Create/Edit/Delete Task
  - Create Groups
  - Send Messages
  - Enroll Student User
  - Send Email
  - Course/Organization > Manage Files
  - Copy Materials into an Existing Course
  - Create Discussion Board Forum
  - Create/Edit/Delete Calendar Event
  - Manage Collaboration sessions
  - Create/Edit/Delete (Advanced) Adaptive Release Rules
  - Create/Delete/Manage Wiki
  - Add/Edit/Remove Group Members
  - Bulk Delete Content
  - View Rubric
  - Create/Edit/Delete Announcement
  - Update Properties, Name and Description
  - Update Properties, Categorize Course
  - Create/Deploy Tests and Surveys
  - Create/Edit/Delete Rubric
  - Access unavailable course
  - Update Properties, Availability

Blackboard Role Assignment Guidelines

- Update Tool Availability
- o **Grader**
    - Edit/Delete/Grade Journal Entry
    - Delete/Edit/Grade Blog
    - View All Groups
    - Create/Send Messages
    - Create Course Reports
    - Send Email
    - Manage Collaboration Sessions
    - Delete Early Warning System Rule
    - Create/Edit/Delete Group
    - View Rubric
    - Create/Edit Early Warning System Rule
    - Deploy Tests and Surveys
    - Access unavailable course
    - Manage/Grade All Wikis
- o **Student**
    - Access to view/download information made available to Users
    - No access to Control Panel
- o **Guest**
    - Access only to areas/tools made available to Guest by Instructor
    - No access to Control Panel