March 1, 2010

MEMO TO: Deans of the Academic Units
FROM: Dr. Shirley Willhagman
Executive Vice President and University Provost
RE: Adding Individuals to Blackboard Shells

Blackboard is the learning management system that the University has used for the past eight years. Several years ago, Blackboard and Peoplesoft were integrated so that Blackboard shells would be created for every course listed in Peoplesoft. Although this is an automated process, a member of the Delphi Center support team is able to access the system and manually add individuals. Because of the number of requests being made to the support team to add people to course shells, the following policy was created. This policy was discussed and agreed upon by the Faculty Senate at their December 2009 meeting.

This policy has been created to clarify the process for manually adding university administrators, unit deans, department chairs and any other individual(s) to Blackboard course shells.

1. University administrators, unit deans, department chairs or any other individual(s) shall be added to a Blackboard course shell upon written request of the instructor(s) of record for the course.

2. The provost (or designee) may give University administrators, unit deans, department chairs or other individual(s) access to a course upon written request for cause shown. The instructor(s) of record will be notified when such an addition is made.

3. The instructor(s) of record for a course may request other university personnel be added to their Blackboard course shell in a role other than “student” by submitting a request form to the Delphi Center Blackboard Support Team. The form is located at: http://louisville.edu/delphi/blackboard/requests/Add-User-to-Course-Form

Please distribute this policy to your department chairs and faculty. Should you have any questions or concerns, please contact Dr. Gale Rhodes, associate university provost and executive director of the Delphi Center.

cc: Gale Rhodes