Blackboard Minimum Use Guidelines
(Originally derived from chapter 2 of the Promise of Fall plan – Spring 2022 COVID Protocols)

All faculty must utilize the Blackboard learning management system for each course, regardless of modality of course delivery, and are expected to provide the following:

1. A Welcome Message, which will be either recorded or written and will include the following minimal information:
    i. Confirmation of the course modality and professor's attendance policy.
    ii. Response time to student inquiries (suggested 48 hours Monday-Friday unless there are extraordinary and extenuating circumstances)
    iii. Description of how feedback on assignments will be shared with each student
    iv. Timeline for grading of assignments (suggested 7-10 business days unless extraordinary circumstances prevail)
    v. Links to any assignments that are identified as being collected in Chalk &Wire
    vi. Guidance for students who may need assistance with accommodations.
2. Instructor contact information must be clearly identified on both Blackboard and the syllabus. Faculty must articulate the process by which students will contact faculty to request meetings (either on-campus or virtually).
3. All syllabi will be posted on Blackboard prior to the course start date and be accessible to students throughout the duration of the semester. Syllabi ought to include the following:
    i. Required wording on honor code (See appendix B of the student handbook and this section of the Graduate School catalog).
    ii. Clear description of course modality (based on table in Section II A of Promise of Fall plan)
    iii. Course policies, such as late work, attendance expectations, assignment revision, lab expectations, proctored exam procedures, etc.
    iv. A complete schedule that includes all major assignments and course content (listed by week or class)
    v. Detailed evaluation measures to explain how students' final grade will be calculated
    vi. Clear statement on expectations for student attendance.
4. Links for each assessment should be housed under the Assignments tab. For all Chalk & Wire assessments, faculty should link the assessment directly to the Chalk & Wire platform (see OIRA's guide for instructions on how to do so). As a best practice, faculty are strongly encouraged to create the assignment links for the entire semester by the first week of class.

5. All course grades must be visible to students using the Blackboard gradebook.
6. Course content should be compliant with accessibility standards and accommodate the use of assistive technologies (e.g., alt tags for images, closed captioning and/or transcript for multimedia). If any student with a disability encounters difficulty with online course content due to accessibility, an alternative form must be provided that provides all necessary information.
7. It is recommended that course material, such as lecture notes and assignments (if available in advance), are preloaded at least two weeks in advance on Blackboard and scheduled for timed-release. This will also be helpful should a faculty member be absent from class due to isolation or quarantine, or if inclement weather forces a temporary shift to remote operations.

Academic departments may have additional requirements that expand on the above guidelines. Faculty should consult their department chair and/or program director for further guidance.