

# Facts about UTC Online (Blackboard) for faculty

<b>System Access</b>	UTC's online learning system is secure and restricts access. Once you have a UTC-ID and password (and a UTC e-mail account), you can access the <b>UTC Online</b> system at <a href="http://utconline.utc.edu/">http://utconline.utc.edu/</a> . Your <b>UTC Online</b> user name is your UTC-ID (3 letters and 3 numbers, for example, abc123).
<b>AUP</b>	Use of the <b>UTC Online</b> system is governed by the practices outlined in the UTC Acceptable Use Practices (AUP) available at <a href="http://www.utc.edu/TRC/AUP/">http://www.utc.edu/TRC/AUP/</a> .
<b>Course Creation</b>	Courses are automatically created in the <b>UTC Online</b> system based on the UTC class listing catalog (online at <a href="http://www.utc.edu/Public/ClassFind/">http://www.utc.edu/Public/ClassFind/</a> ).
<b>Co-listed Courses/Course Combines</b>	Faculty can request that co-listed and multiple sections be combined by completing the online request form found at <a href="http://utconline.utc.edu/allForms.php">http://utconline.utc.edu/allForms.php</a> . Combined classes must be requested each semester they are needed.
<b>Instructor of Record</b>	Faculty are assigned to courses on the system based on the course listings on the UTC course timetable web page ( <a href="http://www.utc.edu/Public/ClassFind/">http://www.utc.edu/Public/ClassFind/</a> ). If an individual instructor has been assigned to a class s/he is not teaching, a request can be made to correct this by completing the appropriate online form listed at <a href="http://utconline.utc.edu/allForms.php">http://utconline.utc.edu/allForms.php</a> . Faculty can also use these online forms to request assignment to a class that may be missing from their list.
<b>Access for Support Staff &amp; Additional Faculty</b>	Additional faculty may be added to any class by the faculty of record. If faculty wish to have staff or student assistants help them with online course design, they must enroll the users into the appropriate course and give them the appropriate access. Please limit access to the control panel function to only individuals competent on use of the system. Since certain student data is protected by federal law, NO ONE should have access to the control panel and protected student information unless they have been trained on Family Educational Rights and Privacy Act (FERPA). All users should follow best practices outlined in the UTC AUP and NEVER give their ID/password to anyone. Faculty, staff or students who are found to have shared their UTC-ID and password with others may have their access to the <b>UTC Online</b> system terminated.
<b>Student Access, Class Rolls &amp; Enrollment</b>	The <b>UTC Online</b> enrollment is based on the official class rolls in WebASIS. ( <b>UTC Online</b> class rolls are NOT considered the official class rolls.) Students are automatically enrolled in their registered classes within 48 hours of their enrollment through UTC Automated Student Information System (ASIS). Instructors may, at their discretion, provide full access to their course site(s) to currently enrolled UTC students who are not yet registered for the course, or who are in the process of adding the course to their schedule. It is the instructor's responsibility to add these students to the appropriate class.  Students who drop classes are NOT automatically removed from the courses online. Removing students from a course removes any record of that student and any documents related to the removed students from the course. Instructors should remove or "deactivate" these students ONLY after they are certain the students have permanently dropped the course.




<b>Course Availability</b>	Courses are created on the system as "unavailable," which means that only instructors can see the courses. Faculty are responsible for making the course available for students to see.
<b>Course Size Limits</b>	To preserve functionality, each class is limited to a set amount of hard drive space. The system may also limit the maximum size for each document posted.
<b>Security/ Student Information</b>	The security of the systems is of paramount importance in maintaining a reliable and trusted resource for online instructional materials and tools. As with other university records, faculty are cautioned to take care that student information (including, but not limited to, grades, test scores, user names, or ID numbers) is guarded closely. Grades should be posted so that students may see only their scores (for example, do not post a spreadsheet with all course grades into the class). UTC-IDs can be viewed for users who have access to the following features: enroll, list or modify users, remove users, the grade book and the assessments area. The system is patched regularly and has the latest virus protection installed at all times.
<b>Default Course Menu Items</b>	Default class menu items include Announcements, Syllabus, Assignments, and Faculty Information. Faculty can individualize each class to add more functionality or to edit the names of the default menu items. These changes should be made through the Control Panel of each course (Control Panel > Manage Course Menu). Importing course contents from a previous semester may duplicate menu buttons. Faculty are urged to remove the empty items from the menu before making the course available to students.
<b>Logistics &amp; Academic Calendar Timeline (When will my classes show up?)</b>	<p>At least four weeks before classes begin, upcoming semester courses are pulled into the system from the WebASIS course listings. Faculty are assigned to classes as listed in the course listings (to the best of our ability).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At least two weeks before classes begin, classes for the upcoming semester are made available for faculty. New classes are added as they are added to the online course listing.</li> <li><input type="checkbox"/> At least one week before class begins, current class rolls (including new students) are uploaded to the system and assigned to classes.</li> <li><input type="checkbox"/> Students are uploaded and enrolled in classes on a daily basis throughout the semester.</li> <li><input type="checkbox"/> Five weeks into the semester, the previous semester classes are deleted from the system.</li> <li><input type="checkbox"/> Two weeks after a semester is completed (finals are done and grades are submitted), all previous semester classes made unavailable for students.</li> </ul> <p>NOTE: For Blackboard purposes, all summer sessions are considered one semester. All summer classes are loaded and assigned at the same time at the beginning of the earliest summer session.</p>
<b>E-mail Addresses</b>	<b>UTC Online ONLY</b> uses your UTC e-mail address.
<b>Course Cartridges</b>	<p>Course cartridges enable instructors to gain access to complete sets of teaching tools provided by academic publishers. Instructors who choose to use course cartridges must get the appropriate download key from the publisher and load the course cartridge him/herself. Before adopting books or course cartridges, please consult with the Blackboard Administrator or the Walker Teaching Resource Center about the lead time and system resources necessary for loading course cartridges. Exported or archived classes are not course cartridges.</p> <p>Before deciding to use a course cartridge, please check with the <b>UTC Online</b> system administrator to ensure that our system can accommodate the cartridge under consideration. You may need to request the system version number and license agreement to ensure that our system will accommodate the cartridges under</p>



	<p>consideration. Information about the current version of Blackboard is posted on the <a href="http://utconline.utc.edu/">http://utconline.utc.edu/</a> web page.</p> <p>Course cartridges are course content and not part of the <b>UTC Online</b> system. They are the responsibility of the faculty member or department representative employing them.</p> <p>Course cartridges can require very long download times and reduce availability of the <b>UTC Online</b> server. Any faculty member or department representative that needs to have course cartridges downloaded must inform the Online Technologies Coordinator four (4) weeks before the first day of classes for the semester in which the cartridge will be used. At this time, <b>UTC Online</b> staff will consult with the faculty or department regarding the best time to download the cartridge.</p>
<b>Additional Users</b>	<p>The system only loads accounts based on UTC-IDs and UTC e-mail addresses. UTC-IDs and e-mail accounts can be obtained by completing the online form at <a href="http://itd.utc.edu/forms/emailrequest.php">http://itd.utc.edu/forms/emailrequest.php</a>. Once an account is created, the user will be imported into the Blackboard system within 48 hours. The default setting for the system is to NOT allow guest access. If other accounts are needed on the system, please e-mail your request to <a href="mailto:Karen-Adsit@utc.edu">Karen-Adsit@utc.edu</a>.</p>
<b>Group Access (Other than Classes)</b>	<p><b>UTC Online</b> can be used for groups working on projects, etc. Organizations (communities) are created upon request for recognized student groups, faculty groups, UTC committees, etc. Approved organizations can also be set up for groups that need to have access to communication and documents over multiple semesters. All student organizations <b>MUST</b> be recognized as official campus organizations and have an identified faculty or staff sponsor before they will be created on the system.</p> <p>To set up an initial organization, please send an Excel spreadsheet listing all of the initial UTC-IDs for organization membership (names are not necessary). This spreadsheet can be sent as an attachment to any of the following: <a href="mailto:Karen-Adsit@utc.edu">Karen-Adsit@utc.edu</a> or <a href="mailto:Charles-Hart@utc.edu">Charles-Hart@utc.edu</a>. In the body of the e-mail, include the name of the organization and the name and UTC-ID of the faculty/staff sponsor.</p> <p>The initial creation of an organization includes a batch upload of the organization members provided on the initial request. After the creation of the organization, the UTC sponsors are responsible for maintaining a current list of participants. Facilitators/sponsors have the capability to add and remove participants. If a large number of users must be added or deleted, those requests should be made to one of the e-mail addresses listed above and must include the name of the organization and directions on what to do (add new, delete all, etc.). If a new set of users should be uploaded, a new Excel spreadsheet should be included in the request (as an attachment) that includes the UTC-IDs of the new users. <b>NOTE:</b> Adding a new list will only add users, it will not replace one set of users with another.</p> <p>Once created and made available to the users, the organization will be listed under the Organization tab in the Blackboard system.</p> <p><b>NOTE:</b> Groups funded by external grants may be charged for their use of the <b>UTC Online</b> system.</p>
<b>End of the Semester Responsibilities</b>	<p><b>UTC Online</b> administration does not keep archived copies of any classes on the system. Faculty are strongly encouraged to export and archive their courses through the Control Panel at the end of each semester. In addition, we strongly urge faculty to export and back up the grade book of each class throughout and at the end of each semester.</p>
<b>Incompletes</b>	<p>Instructors must request continuation of a course past the current semester to maintain student access to classes. If faculty keep a course available for one student, the course will be available for all students enrolled. Faculty may also choose to enroll students with incompletes into their current courses.</p>



<b>Backups and Archives</b>	Faculty are responsible for making and retaining course exports and archives. <b>UTC Online</b> system administration will NOT archive or export any courses for back up. Classes from the previous semester will be deleted the fifth week after the start of the following semester. Faculty are notified via e-mail several times before classes are deleted.
<b>Intellectual Property/ Course Materials</b>	The University of Tennessee at Chattanooga recognizes the intellectual property rights of faculty, staff, and students. The following policies are aligned with those already in place, which can be found at <a href="http://utr.f.tennessee.edu/tto/policy.html">http://utr.f.tennessee.edu/tto/policy.html</a> Instructors who create course sites retain all rights to those materials, including the right to create and retain archived and exported copies of the site in digital format. Use of the site and access to its materials and tools are determined by the instructor, and these rights may be reassigned by that individual only. Students retain all rights to their class work, which also includes posted messages in discussion forums. Instructors may choose to post student work (or expect students to post their own work) on the course site. Students must be informed of this (preferably in writing) at the beginning of the course. They must also be told if their work will be retained in the course site beyond the duration of the semester and whether others will have access to it. No evaluative commentary or grade information from the instructor may be included with student work if the work includes information identifying its creator.
<b>Copyrighted materials</b>	Faculty must respect the property of others by obeying copyright law. Best practice encourages faculty to link directly to articles and additional readings provided through the Library online databases and electronic reserves. See <a href="http://www.lib.utc.edu/reserves-faq-for-faculty.html">http://www.lib.utc.edu/reserves-faq-for-faculty.html</a> and <a href="http://www.lib.utc.edu/guides/d/D15_Blackboard_linking.pdf">http://www.lib.utc.edu/guides/d/D15_Blackboard_linking.pdf</a>
<b>Main Menu View</b>	Users can personalize, organize and rearrange the Main Menu by clicking on the "Modify Layout" button and the pencil icon in the boxes. 
<b>Training</b>	Faculty and staff do not have to attend training to access or use the system. However, pre-scheduled training sessions are offered through the Walker Teaching Resource Center ( <a href="http://www.utc.edu/TRC/Schedule/">http://www.utc.edu/TRC/Schedule/</a> ). Faculty and staff may request specific training sessions to meet their needs by calling the Walker Teaching Resource Center at 425-4026. Student training and resources are located at <a href="http://utconline.utc.edu/">http://utconline.utc.edu/</a> . Students can get help accessing the site from their instructors, the UTC IT Support, or the online manual available through the Blackboard site.
<b>Help</b>	If you need help logging in to the <b>UTC Online</b> system, call the UTC IT Support at <b>425-4000</b> . For other questions, call the Walker Teaching Resource Center (x4188). Please refer any student questions to the UTC IT Support at <b>425-4000</b> .

