



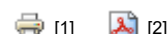
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Non SI-net Courses and Community Sites in Blackboard - Procedures

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[3.80.04 Non SI-net Courses and Community Sites in Blackboard](#) [3]

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Deputy Vice-Chancellor (Academic)

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Audience:

All Staff

Students - Postgraduate

Staff - Academic roles

Staff - Research roles

Document Web Links:

[Process for requesting a community site](#) [4]

[Process for requesting a non-SI-net course site](#) [5]

[Process for approving a community / non SI-net course](#) [6]

Notes:

June 2017 - PPL number and sections 4.1, 4.2, and 4.3 updated.

1. Purpose and Objectives

This procedure aims to describe the University process for applying for community and course sites that are not directly related to [SI-net](#) [7] course offerings at The University of Queensland.

2. Definitions, Terms, Acronyms

Community sites - An online learning environment within Blackboard typically related to a community of students (e.g. "1st Year Pharmacy Hub").

Course sites - An online learning environment within Blackboard, typically related to a [SI-net](#) course.

Non [SI-net](#) course site - Any Blackboard course site not related to any course offered at The University of Queensland available via [SI-net](#).

[SI-net](#) course - Any course offered at The University of Queensland into which a student enrolls via [SI-net](#).

3. Procedures Scope/Coverage

This procedure includes an explanation of the selection process for approved non [SI-net](#) Blackboard courses and community sites, the application process and the approval process that follows. It applies to any staff member who seeks to obtain such a site.

4. Procedures Statement

4.1 General statements

4.1.1 Community or non [SI-net](#) courses must be related to teaching, learning, research, staff development and induction activities. They can be used for the purposes of student support or improvement of administration within the University.

4.1.2 Examples of community sites include:

- 1st year experience programs
- School and/or faculty teaching communities
- Scholarship groups
- Research sites

4.1.3 Examples of non [SI-net](#) courses include:

- Bridging courses
- Staff development sites

4.1.4 Non [SI-net](#) courses and communities are approved by the Associate Dean (Academic) or a delegate of the relevant faculty, school or organisational unit.

4.1.5 Communities and non [SI-net](#) courses are established with a duration of one academic year. Approval must be sought to extend the use beyond that. An expiry period of less than one year can be given.

4.1.6 The following non [SI-net](#) course or community requests are unlikely to be approved:

- Requests relating to clubs and societies (unless the Faculty/School has a special purpose for this)
- Any sites not meeting criteria outlined under 4.1.1 of this procedure
- Communities for Alumni – Blackboard is not an appropriate platform for Alumni Engagement

4.1.7 In circumstances where a postgraduate student wishes to use Blackboard for teaching, learning and/or research purposes, a UQ staff member may request a site on their behalf. The staff member assumes all responsibility for that site and its content.

4.2 Process for requesting a community site

To 'request' a community site, you must be logged-in to Blackboard as a Course Instructor. Students, assigned a 'Student' role within Blackboard, cannot 'request' a course and/or community sites to be created.

Once logged-in, select the 'Staff' Tab from the menu and go to eLearning tools module and choose: 'Course/Community site request form'. Single sign-on screen will be presented for your authentication. From 'Community site' section click: 'New'.

See further instructions [here](#) [4].

4.3 Process for requesting a non [SI-net](#) [7] course site

To request a non [SI-net](#) [7] course site, you must be logged-in to Blackboard as a Course Instructor. Students, assigned a 'Student' role within Blackboard, cannot 'request' a non [SI-net](#) [7] course site to be created.

Once logged-in, select the 'Staff' Tab from the menu and go to eLearning tools module and choose: 'Course/Community site request form'. Single sign-on screen will be presented for your authentication. From 'Non [SI-net](#) [7] Course Site' section click: 'New'.

See further instructions [here](#) [4].

4.4 Process for approving a community/non [SI-net](#) [7] course

Blackboard helpdesk staff receive a request from a staff member and forward it to the approving authority, e.g. Head of organisational unit/delegate.

See further instructions on how to approve a community/non [SI-net](#) [7] course [here](#) [6].

Workflow State:

Approved

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Teaching and Learning Committee Academic Board Pro-Vice-Chancellor (Teaching and Learning) Deputy Vice-Chancellor (Academic)

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