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

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

SI-net [7] course - Any course offered at The University of Queensland into which a student enrols 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](http://ppl.app.uq.edu.au/print/node/494).

### 4.3 Process for requesting a non SI-net course site

To request a non SI-net 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 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 Course Site' section click: 'New'.

See further instructions [here](http://ppl.app.uq.edu.au/print/node/494).

### 4.4 Process for approving a community/non SI-net 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 course [here](http://ppl.app.uq.edu.au/content/non-si-net-courses-and-community-sites-blackboard-procedures) [6].