

## **New process for adding Teaching Assistants & Course Coordinators to Blackboard course shells**

Effective the fall 2019 semester, the process for adding the following user roles will follow the same process currently in place for getting course instructors onto Blackboard:

- Teaching Assistant - This role allows a person to support the instructor of record with course material and grading on an ongoing basis. [has gradebook editing access]
- Course Coordinator - This role allows the department chair to have oversight for who is supposed to be in a course shell in order to do simple movement of content in support of the instructor of record; this movement is usually to help set the course up before the semester starts. [has gradebook editing access]

Rationale - These roles, in addition to the Instructor of Record, have access to the gradebook area within Blackboard and could alter grades. We are attempting to provide more accountability by chairs knowing “who” is being granted access to gradebooks on Blackboard (e.g. if there is a grade appeal or an audit). Therefore Records & Registration, eLearning & STaR, and IT Services have collaborated to improve this process.

Current process for adding Teaching Assistants & Course Coordinators:

### Teaching Assistant

- The faculty member selects someone as a teaching assistant and contacts STaR via email requesting to add a teaching assistant
- STaR reviews the request, makes contacts as needed and processes request
- Email confirmation is sent to instructor

### Course Coordinator

- The department chair contacts STaR and explains departmental needs
- STaR might recommend use of course coordinator role
- Course coordinator assigned by chair and list of specific courses and sections sent to STaR for that semester
- Process repeats each semester

New process for adding Teaching Assistants & Course Coordinators:

### Prior to the Swasect closing

- During the normal period in which schedulers are adding instructors to the course schedule, teaching assistants & course coordinators can be included on the scheduling form in Banner. STaR will no longer process these requests.

### After the Swasect closing date

- After Swasect, schedulers wanting to add teaching assistants and course coordinators will follow the same process for adding instructors (post-Swasect); the eUpdate process via the Office of Records & Registration. STaR will no longer process these requests.

Announcement to campus of this change:

- The Office of Records & Registration will make a formal announcement to the campus schedulers along with instructions.
- The Office of eLearning & STaR will make a formal announcement to the campus faculty along with instructions.