

**BLACKBOARD ROLES POLICY DOCUMENT - ASSIGNMENT HIERACHY - JEN STEWART, MPS**

Recommendations* Functional Role	Enrollment Software	Responsible Party	Blackboard Role1	Notes
STUDENT	Banner	Registrar & ITS Staff	STUDENT	Roster population automation via Banner registration and Blackboard collaboration.
Course Director OR Instructor of Record	Banner	Registrar & ITS Staff	COURSE DIRECTOR	Banner Instructor of Record is automatically assigned in course shell.
Course Instructor2	Blackboard	Academic Dean, Department Chair, Course Director	INSTRUCTOR	Once approved by college leader, additional Instructors can be enrolled by Course Director.
Course Staff Support/Administrator	Blackboard	Academic Dean, Department Chair, Course Director	INSTRUCTOR, TEACHING ASSISTANT, FACILITATOR	Administration, junior faculty, and staff course support are enrolled by Course Director.  Must follow FERPA and course guidelines for student data and grades.
Course Support - Content Only	Blackboard	Course Director/ Instructor	COURSE BUILDER	Course Director/Instructor can enroll Course Builder.  No access to grade center.
Course Support - Access to Grade Center	Blackboard	Course Director/Instructor	GRADER	Staff course support enrolled by Course Director.  Must follow FERPA and course guidelines pertaining to student data and grades.
Course Guest View	Blackboard	Course Director/Instructor (If Applicable SASSI)	GUEST	Course Director grants access to view content only. No access to grade center, or privileged data.
Course Content View	Blackboard Ultra	Course Director/Instructor (If Applicable SASSI)	STUDENT TUTOR	Course Director enrolls for content access only. No grade center.

Modified 1.11.24 – Student Tutor Course Role added.