

Blackboard Learn Access Policy

The Learning Technology Team (LTT) in the SITS & Learning Technology (SALT) Department is responsible for initiating *Courses* and *Organisations* in Brunel's Virtual Learning Environment (VLE), Blackboard Learn (Bb Learn). In this regard, a course is an interactive web space in Bb Learn related to an academic module; and an organisation is an interactive web space for general use by staff, a School or a Support Department. Access to both Courses and Organisations is controlled centrally by means of the provision of user accounts for staff and students, and appropriate enrolments.

Creation / termination of student accounts

Access to Bb Learn is determined by the status of the student's record in the SITS student records system. Within 24 hours after students become *provisionally enrolled* (APROV) in SITS, they will have access to Bb Learn. The access is removed when the student's network account expires and authentication for access to Bb Learn therefore ceases.

Student enrolment on Bb Learn Courses

All students registered for a particular module in SITS are automatically enrolled to the relevant Bb Learn course. Access to Bb Learn Courses is determined by the student's status and selection of module 'blocks' in SITS. Any changes in this regard are automatically reflected in Bb Learn. Access to a Bb Learn course is disabled when a student is temporarily withdrawn, or has a financial query in the SITS system.

Creation / termination of staff accounts

Staff accounts, with associated *practice* Bb Learn Courses, are created for all network accounts containing an employee number. Access to Bb Learn is only removed when the staff member's network account is disabled (access follows the network account).

Staff enrolment on Bb Learn Courses

The module leader and teaching team are provided with instructor access to Courses via an LTT manual upload process, or for individual staff where required.

Bb Learn Courses

Access to content in a Bb Learn course is outlined in the *Blackboard Learn Backup & Data Retention* policy.

Bb Learn Organisations

By virtue of having access to Bb Learn, students may be granted access to - or be enabled to opt into - Bb Learn Organisations (or example a School administrative space). Organisations are initiated for administrative or support purposes at Brunel and cannot be considered or used for personal and private purposes (individual Practice Courses are suitable for the latter).

Non-standard manual access / enrolment

Appropriate manual enrolment (where not covered above) may be provided upon request. Manual enrolment requests should be directed to ltt@brunel.ac.uk in the first instance.