

**Finance & Operations Information Resources Policy FO-IR-04**  
**Course Management System**

**Introduction**

This document is intended to serve as a set of guidelines for SHSU's online course management system.

- 1) **Access** –Access to course management software, materials, and affiliated online tools will be granted as follows:
  - a. *One User Account* -- All SHSU students, faculty, and staff have one computer account for all of their course management activities. Even if individuals are not currently in a course or organization specifically using the course management system, they can still access the calendar, tasks, organization sites, and other tools/features that are course-independent with the standard SHSU computer account.
  - b. *Exceptions* -- Users who are not officially affiliated with SHSU (guest discussants or mentors, for example) may each be provided an account that is a visitor-only username and password, at the request of a “sponsor” (faculty or staff member). These accounts are considered temporary, but are renewable on an annual basis, with the approval of the SHSU sponsor. Such accounts are assigned only to individuals who are working with SHSU faculty/staff on officially recognized activities.
  - c. *Guests* – The course management system will allow an individual guest access to specific areas of course sites, excluding administrative functions, confidential information reports, user tools (e.g., user directory), and communication tools. Course sites may, at the discretion of the instructor, be made entirely or partially available to guests. To facilitate Fair Use posting of course materials, the Instructor can decide which areas of the course he or she wants to remain restricted. The [TEACH act](#) specifies that only students registered for a class should be able to access protected material (film clips used in the class, for example) and then for only the minimum length of time necessary to make the teaching point.
  - d. *Student Access* -- Students who are registered for classes will be given full access to those course sites no later than the first official day of the class for the enrolled semester. Faculty may, at their discretion, provide full access to their course site(s) to currently enrolled SHSU students who are not yet registered for the course, or who are in the process of adding the course to their schedule. As students add courses to their schedule, after classes begin, they will be automatically added to the appropriate online CMS rosters, typically within 48 hours. If a student is dropped from a course, the student's records within the class will be deactivated but not deleted. If the student is re-admitted to the class, the class records will be reactivated within 24 hours. A student who is finishing an Incomplete, and not yet eligible for the lifetime student SHSU computer account, may have an exception account established at the faculty member's request.

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- e. *Length of Access to Course Site* – At the end of a semester, course sites will remain available for student use for no less than ten calendar days after the last test day of finals week, unless in conflict with other rules of this section. Faculty members may request that Computer Services continue to allow students access to a course site beyond these dates.
- 2) **Course Management** – Sites on the server are managed with the goals of reducing faculty time and effort needed to utilize online tools and materials, and improving server performance by eliminating redundant or unnecessary demands on the database.
- a. *Courses Kept on the CMS Server* – The current and three previous academic period's courses will be kept online.
  - b. *Course Size Limitations* – There is no limitation on the size quota of course sites. Computer Services will work with faculty whose course sites contain extremely large files, such as video clips, in improving efficiency of the course resources.
  - c. *End of Semester Notification* -- Each semester, all faculty managing online-enhanced courses will receive an e-mail with options for archiving their course or copying it to another course. Courses not archived or copied by the faculty will be deleted no sooner than ten calendar days after the last test day of final exams week.
  - d. *Course Archives* –The faculty may make an archival copy of each course they are not copying into the next semester. These archives can be retained by the professor for later retrieval. It is recommended faculty print grades and related student work documentation for use in the event of a future grade dispute. Computer Services will retrieve an archived course upon request of the original faculty assigned the requested course, and/or upon request of the Academic Provost.
  - e. *Transferring Course Sites* – Faculty may transfer their course site and its materials to another faculty member, or give other faculty members access to their course site.
  - f. *Requesting a Course Site* – The courses listed in the University Schedule of Classes are uploaded to the CMS prior to each semester. Classes added after the initial upload will be available on the course site within 48 hours after the academic department adds the class to the official University schedule via the Sam Menu. Any faculty or staff member may request that a course site be established for their use.
  - g. *Gradebook Information* – It is recommended that each faculty maintain backups of grade information.
  - h. *Course Access*- The default configuration opens each site entirely for student access. Faculty may restrict this access as they choose.

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- 3) **Information Security** – The CMS user database is linked directly from the SHSU administrative computer system, thus allowing users to login with their standard SHSU username and password.
- a. *Controlling Access to Student Information* – Faculty must maintain the integrity, security, and confidentiality of student information, including, but not limited to, grades, test scores, usernames, or ID numbers.
  - b. *E-mail Address*–The SHSU assigned computer account is the primary e-mail address designated for official University correspondence. The assigned owner of the e-mail address will be held accountable for University correspondence received in that account.
- 4) **Copyright Issues** –
- a. *Posting Copyrighted Materials* – Faculty are expected to be familiar with and abide by copyright laws. Faculty may refer to the Newton Gresham Library web site regarding Copyright laws and Fair Use Guidelines:  
<http://www.library.shsu.edu/research/copyright.php>
  - b. *Linking to External Sites from the CMS* –To alleviate copyright concerns and retain the integrity of the materials, Faculty are encouraged to integrate web links into course material rather than integrating the material completely into the course site.
  - c. *Linking to the CMS from External Sites* – When linking to a course directly from an external Web site, the users will be prompted to log in with their SHSU computer account.
- 5) **Intellectual Property** – Consult the Division of Academic Affairs regarding faculty and/or student intellectual property rights.

Effective as of 7/5/2004

Administered by the Computer Services Department 936.294.1850

For further information or clarification, contact [blackboard@shsu.edu](mailto:blackboard@shsu.edu)

Reviewed by: Mark C. Adams, Associate Vice President for Information Resources and  
Nancy Sears, Director, Computer Services Client Support – 11/01/2007

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