



Policy Title:

Granting Access to Course Materials in Blackboard

Policy Identifier:

USCSOMC – UME – 1.13

Prepared by: M1/M2 and M3/M4 Subcommittee	Creation Date:
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Category: Undergraduate Medical Education	

LCME Standards

N/A

Scope

This policy covers faculty, staff, and administrators at the University of South Carolina School of Medicine Columbia (SOMC) campus.

Policy Statement

Blackboard provides a platform for faculty to post curricular content, including lecture materials (examples of which include but are not limited to PowerPoint files, handouts, lecture recordings, videos, etc.) for students to use during the semester. As such content may have been developed by faculty members, it represents their intellectual property and needs to be safeguarded from copyright infringement, misappropriation, and misuse.

To ensure protection of their intellectual property, course/block/clerkship directors have the ability to grant access to other individuals, such as colleagues, staff and administrators, who they determine have a valid educational interest and need to access content posted in Blackboard. The course/block/clerkship directors also have the ability to restrict access to only those faculty directly involved in teaching a course.

Reason for Policy

This policy addresses how faculty, staff and administrators at the University of South Carolina SOMC campus, and others not enrolled in a course on the SOMC campus, may be granted access to courses in the Blackboard learning management system. Student access to Blackboard is granted upon enrollment in an SOMC course and governed by provisions as outlined in course/block/clerkship syllabi.

Definitions

Faculty: University personnel who are engaged in research, instruction both inside and outside the classroom, service and/or administration. (taken from [ACAF 1.00](#))

Staff: Classified and unclassified, temporary, temporary grant and time-limited staff employees.

Instructional assistants: Graduate students who have completed the teaching assistant training offered



through the Center for Teaching Excellence.

Students: Individuals who are enrolled or who provide academic assistance to other students.

Administrator: Faculty member who is concurrently serving in an academic administrative position. (taken from [ACAF 1.01](#))

Course/Block/Clerkship Director: Faculty member tasked with organizing the course/block/clerkship and who serves as the instructor of record. The instructor of record is the individual designated by the academic unit as responsible for the course. The instructor of record is the primary instructor on the class section record, identified as either “assigned instructor” or “instructor.” (taken from [ACAF 1.19](#))

Procedures

An administrator, faculty, staff, or other individual at the SOMC who would like Blackboard access to a course should follow the procedure outlined below.

1. Submit a written request to the course/block/clerkship director for access to Blackboard.
2. The written request should specify the reason access is being requested, what aspects of the course the individual would like to access, and the period of time access is needed.
3. The course/block/clerkship director will decide if access to Blackboard will be granted.
 - a. If a decision is made to provide access to Blackboard, the course/block/clerkship director will determine what level of Blackboard access is appropriate based on the information provided in the request.
 - b. If a decision is made not to provide access to Blackboard, the course/block/clerkship director agrees to provide appropriate information to the requesting individual so that individual can carry out their duties at the SOMC.
4. If the course/block/clerkship director grants an individual not enrolled or teaching in the course access to Blackboard, students enrolled in the course should be provided the name and title of the individual who has been given access if that access includes the ability to view course grades. In addition, the course/block director should notify the Assistant Dean for Pre-Clerkship curriculum while clerkship director should notify the Assistant Dean for Clerkship curriculum if any individuals, other than course instructors, have been given access to student grade information.

Any individual who is granted access to Blackboard must understand that they cannot share, distribute, or reuse any materials or content obtained through Blackboard without the written permission of the faculty member who created the material in question. Individuals must also understand that access to grade information gained through Blackboard is considered confidential and governed by the Family Education Rights and Privacy Act (FERPA). Only individuals with a legitimate educational interest should be granted access to or provided grade information.

Violation of Access Policy

If any individual violates the Blackboard access policy, their access to the course in Blackboard will be



immediately revoked.

- If the individual is a faculty member, the department chair will be notified.
- If the individual is a staff member or administrator, the unit head will be notified.
- If the individual is an instructional assistant or student, the incident will be reported to their program director and the USC SOMC Honor Committee or the USC Office of Academic Integrity.

The remediation of misappropriation of content, can include but is not limited to, the individual will be educated on why the use of someone else’s content is inappropriate, and all content in question must be deleted from all devices and any hard copies destroyed.

Contacts

Curriculum Committee Chair

History

Date of Change	Change