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Subject:	LMS/MyMeredith	Audience:	MC Campus Community	

1.0 PURPOSE

The college's LMS portal, MyMeredith, serves both as the college's Learning Management System and the community's Intranet. MyMeredith is intended to support teaching, learning, scholarship, and communication within the Meredith College community.

Meredith faculty and staff may use MyMeredith for:

- student instruction and assessment
- communication with students, faculty and staff via course announcements and email
- hosting training for student, faculty, and staff
- sharing community and area specific information
- managing organizations (clubs and committees)

Meredith students may use MyMeredith for:

- access to course content
- checking grades
- assignment submittal
- test taking
- communication and collaboration with fellow students
- managing organizations (clubs and committees)

2.0 SCOPE

This policy applies to all faculty, staff, students, and others who use Meredith's implementation of Blackboard Learn, aka MyMeredith, and Blackboard Mobile Learn. Adherence to this policy will help protect the integrity of MyMeredith. The division vested with the day-to-day operations of Blackboard, aka MyMeredith, is Technology Services. Specifically, the Instructional Design & Academic Technology group and the Information Systems group.

3.0 POLICY

The Meredith Computer Use Policy is applicable to MyMeredith. Policy information is available on the [Technology Services](#) web page on the Meredith website.

User Accounts & Passwords

Meredith College Faculty/Staff Accounts

Faculty/Staff accounts (NetId) are automatically created upon hire. Faculty and Staff will use their NetId and Net password to login to MyMeredith. This is the same username and password that is used for email and Web Advisor.

Meredith College Student Accounts

Student accounts (NetId) are created when the student registers for courses. Student NetIds allow them access to MyMeredith and to Web Advisor. Student email accounts reside on a separate domain, so these passwords may differ from their NetId password.

Course Access:

Faculty, Staff & Students

MyMeredith users only have access to courses they are associated with and, in most cases, it is in the role as an "Instructor" or a "Student".

Instructor

Instructor course access is granted when the courses are created in the Learning Management System. In this role, the instructor has full access and control of all of the tools and features within their course site.

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Student

Student course access is granted when the courses are made available to the students by their instructors. In this role, the student can upload assignments, view their grades, access the course syllabus, contribute to course discussion, and participate in other collaborative activities as designated by the instructor. Students cannot view other students' grades in Grade Center or private journals between themselves and their instructor.

Course Access- Other Roles

Course Builder

The Course Builder role has access to most areas of the Course Control Panel. This role is appropriate for a research assistant or to an assistant who has limited responsibilities, but should not have access to student grades. If the course is unavailable to Students, a Course Builder can still access the course. A Course Builder cannot remove an Instructor from a course.

Grader

The Grader role has limited access to the Course Control Panel. A Grader would assist the Instructor in the creation, management, delivery, and grading of Assessments and Surveys. A Grader may also assist the Instructor with adding manual entries to the Online Grade Center. If a course is unavailable to students, the course will appear in the My Courses modules and Course list for a user with the role of Grader, but the Grader will not be able to enter the course until the course is available.

Teaching Assistant (TA)

Teaching Assistants can administer all areas of a course. Their limitations are determined by the instructors or college policy. They have access to most tools and features in the Control Panel, but they cannot delete a course. TA's have access to unavailable courses. They are not listed in the course listing for the course.

Guest

Special case (IDAT consultation needed). They can only view course materials. They cannot assign/see grades or change course materials, and cannot receive a grade.

Course Access- LMS (MyMeredith) Administrators

MyMeredith system administrators may access course sites to solve technical support issues, in response to help queries from faculty or students, and as part of system testing maintenance.

System administrators will *only* extract data for system usage when deemed necessary in system troubleshooting. Any information or data ascertained about a course site user during the course of system testing or investigation is considered private, and, will not be shared with any other faculty or user.

Information Security

MyMeredith information, such as user information and login data, are tied to other systems within the Meredith network via Active Directory. This allows users to access MyMeredith via their NetId username and password.

As with other Meredith records, MyMeredith users are cautioned to take care that student information (including, but not limited to, grades, test scores, usernames or ID numbers) be closely guarded.

Grades should not be posted where a student's scores can be viewed by another student.

Section 508 Compliance Standards

The Learning Management System interface is compliant with Section 508 Standards of accessibility, see their VPAT at <http://www.blackboard.com/accessibility.aspx>.

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4.0 REVISION HISTORY

5.0 INQUIRIES

Direct inquiries about this policy to:

Jeff Howlett, CIO
Meredith College
3800 Hillsborough Street
Raleigh, NC 27607

Voice: 919-760-8828
Fax: 919-760-2325
Email: howlettj@meredith.edu

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