

## CU Faculty Handbook Policies on LMS

### 5.6.L Learning Management System (LMS) (A) (Updated July 2018)

Concordia University uses the *Blackboard Learn* learning management system (LMS). Faculty use Blackboard Learn to post syllabi in each course and to document all student grades on assignments. All Blackboard sites must be open to students on the Friday before the course starts. In addition, faculty may not grade any student work prior to the official course start date; this is important for compliance with federal financial aid regulations.

In fully online and face-to-face or blended course and programs (e.g. all courses of the university), syllabi, student grades on assignments, and any work submitted by students to the LMS are retained in the LMS after the course ends. Everything in the LMS course becomes part of the university record of each course taught and is not to be deleted when the course ends. Faculty keep courses open a minimum of 90 days from the end of the course. Any student work not submitted to the LMS which is retained by the instructor can be destroyed 90 days\* after the student's course grade is posted by the Registrar's office.

Course sites in the LMS are open and available to faculty for two years after the end of a term. The LMS administrator archives courses and course content at the end of two years, and retains that archive for institutional purposes for an additional six years. University officials may access the LMS or the archives to retrieve needed information at any time.

For assistance using Blackboard Learn in courses/programs taught fully online and dual credit courses, contact the Office of Continuing and Distance Education (OCDE). For assistance with Blackboard Learn for face-to-face and blended courses and programs, contact the Center for Excellence in Teaching and Learning (CELT).

\*Please note that this language was deleted in another section because we do not currently have a deadline for students to file a grievance. This information will be deleted next year, or a deadline will be developed through policy channels and this will be further edited.

Where to find: The Faculty Handbook is located on the Employee Tab of the portal in the right column "Faculty Handbook" channel.

### How to Get Blackboard HELP

Submit Blackboard Learn help requests for face-to-face courses to the Center for Excellence in Learning and Teaching (CELT) at [celtsupport@cuw.edu](mailto:celtsupport@cuw.edu) or call 262-243-2358.

Submit Blackboard Learn help requests for fully online and dual credit courses to the Office of Continuing and Distance Education (OCDE) at [blackboardsupport@cuw.edu](mailto:blackboardsupport@cuw.edu) or call 262-243-4327.