

ILEARN@BOND LEARNING MANAGEMENT SYSTEM (LMS) POLICY

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Policy Name	iLearn@Bond Learning Management System (LMS) Policy (Issue Three)
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Related policies	Student Acceptable Use of IT Facilities Policy (TEC 1.01) Staff Acceptable Use of ICT Facilities Policy (TEC 1.04) Information Security Policy (TEC 1.05) Copyright Compliance Policy (TLR 6.01) Intellectual Property Policy (TLR 6.02) Assessment Policy (TLR 4.01) iLearn Policy (TLR 3.14) - discontinued and incorporated in this Policy

1. OVERVIEW

The purpose of this Policy is to provide consistency in decision making related to management and use of [iLearn@Bond](#) (iLearn) and enhance the quality and effectiveness of the University's [learning management system](#) (LMS).

Included are statements related to [Access](#), [Subject Site Lifecycle Management](#), [Community Site Lifecycle Management](#), [Privacy and Confidentiality](#), [Copyright](#), [Intellectual Property Rights](#), [Minimum iLearn site requirements](#), [Online Assessment](#), [Service outages and maintenance](#) and [Upgrades](#).

iLearn provides online access to information, communication and interaction resources for students and educators. Students viewing an iLearn site will be able to: obtain information, scheduling, and documentation for the subject; communicate with lecturers and other classmates outside of the classroom; submit assessments as required; and participate in any assigned online learning activities.

It is a University requirement that all subjects with an iLearn site adhere to an endorsed set of minimum requirements ([Section 3.2](#)).

2. SYSTEM ACCESS

2.1 Entry

- 2.1.1 Access to iLearn is from the staff and student portals of the Bond University website. www.bond.edu.au. Alternatively, iLearn can be accessed directly from the following URL: <http://ilearn.bond.edu.au>.
- 2.1.2 Mobile access to iLearn is available via the student portal or the Blackboard Learn mobile app.
- 2.1.3 Public access to the iLearn portal has been enabled, allowing users without an iLearn account to access some tabs and modules on the site.
- 2.1.4 All users of the LMS are required to comply with Bond University's [Student Acceptable Use of ICT Facilities Policy](#) or [Staff Acceptable Use of ICT Facilities Policy](#).
- 2.1.5 See the [Information Security Policy](#) for details regarding data security and access.

2.2 iLearn User Account Management

- 2.2.1 University staff and students are automatically given access to iLearn within 24 hours of their IT account being activated. If access is required prior to an official status at Bond, Information Technology Services (ITS) must receive approval from the appropriate conferring authority ([Schedule 1](#)).
- 2.2.2 Access to all IT systems (including iLearn) is automatically disabled if a sanction has been applied to a user in Student One. (See Section 2.5 of the Student ICT Account Procedures (attached to [TEC 1.01](#)) for more detail on student account disablement.) Access will be restored automatically when the sanction is removed.

- 2.2.3 University staff and student accounts will be automatically disabled when their Active Directory account is disabled upon conclusion of their appointment at Bond (as per the ICT facilities Policies for staff and students). Disabled accounts will remain inactive on iLearn.
- 2.2.4 External user accounts will be created as required upon receipt of approval by the conferring authority. External access will be removed as per the instructions of the initial request. Where ongoing access is requested, external accounts will be reviewed yearly.

2.3 Privacy and Confidentiality

- 2.3.1 A user's first and last name is the only information shared by default with the overall iLearn community. Other information is shared according to conferred authority approval.
- 2.3.2 In order to ensure privacy and confidentiality of student contributions, access to sites on the LMS is regulated. It is recognised that the University or subject lecturer may require additional users to access specific sites for learning and teaching, support, or quality purposes. Levels of access will vary according to the role and responsibility of each user. Access will be approved by the appropriate conferring authority (Schedule 1).
- 2.3.3 The LMS provider, iLearn@Bond Support Team and Faculty Learning and Teaching Managers will have access to all sites for development and support purposes.
- 2.3.4 ITS Service Desk staff have limited access to all sites for support purposes.
- 2.3.5 Select Office of Learning & Teaching (OLT) staff and select Library staff will have limited self-enrol access to all sites for quality and learning and teaching purposes. The Subject Coordinator must be informed of access prior to entry.
- 2.3.6 All Faculty Executive Deans have access to sites within their purview (granted by Faculty Learning and Teaching Managers as needed).
- 2.3.7 Moderators and Faculty administrative staff may be granted access to sites by the appropriate conferring authority.
- 2.3.8 External affiliates may be granted access to specific sites by the appropriate conferring authority.
- 2.3.9 External providers, other than the LMS provider, may be granted access to specific sites for product support purposes as approved by the conferring authority.
- 2.3.10 Guest access to [Subject Sites](#) in iLearn is enabled by default. All users with a Bond IT account will have limited access to all Subject Sites in iLearn ([Schedule 2](#)).

2.4 Roles and Responsibilities

2.4.1 Institution Roles

The University provides access to tabs and modules on the iLearn portal based on identified groups within and external to the organisation, which includes, but is not exclusive to, the following:

Staff	Bond staff are automatically assigned this role when they are provided with an IT account.
Student	Bond students are automatically assigned this role when they enrol in their first subject and activate their IT account.
External	All affiliates of the University will be assigned this role when they are provided with a local LMS account.
None	All external viewers and guests will not be assigned a role but still have limited access to the portal.
Support Staff	Users assigned to system roles will be given this secondary role to access additional information based on their responsibilities within the LMS.

These roles allow the filtering of information on the iLearn Portal. Users can be assigned multiple Portal roles. Additional roles may be created as the need arises. Approval for new Portal roles is approved by OLT in consultation with ITS ([Schedule 3](#)).

2.4.2 Subject/Community Roles

Subject/Community roles control access to the content and tools within a Subject Site (Schedule 2). Each user is assigned a role in every subject (or community) in which they participate.

- 2.4.2.1 Students are enrolled and unenrolled automatically into subjects in iLearn based on their student enrolment information within Student One.
- 2.4.2.2 Lecturers/Leaders will be assigned to sites by the Faculty Learning and Teaching Managers.
- 2.4.2.3 Guest access to specific areas of a site is enabled by default. Lecturers/Leaders may choose to disable this access.
- 2.4.2.4 The subject/community coordinator may choose to assign Subject Roles to additional educators or participants.

2.4.3 System Roles

System roles are used for the administration and support of iLearn@Bond. For security reasons, these roles are tightly controlled and are only available to Office of Learning and Teaching, Information Technology Services, Library and select Faculty support staff.

- 2.4.3.1 [System Administrator](#) – Full access to the Blackboard System. This role is reserved for ITS System Administrators and may temporarily be assigned to Blackboard Support for product support purposes.
- 2.4.3.2 Subject Administrator – This role is assigned to Faculty Learning and Teaching Managers, and other University staff as approved. It provides full build access to all sites as well as the ability to manage user access to subjects.
- 2.4.3.3 Helpdesk – L1 ServiceDesk staff are assigned this role in order to view limited user and subject information for access troubleshooting.
- 2.4.3.4 None - All current Bond students, academic and professional staff have an iLearn account automatically generated for them which will not be assigned a system role unless appropriate.
- 2.4.3.5 Guest - Bond University has certain users that fit this category. These include:
 - Short course executive education students;
 - Prospective students – wanting access to view subject content;
 - External users - ITS administers these accounts and is responsible for disabling them;
 - Guest speakers or guest research staff;
 - “Role playing” users, “test” users and “training” users. These are non-standard users used for training and testing.

3. SUBJECT SITE LIFECYCLE MANAGEMENT

3.1. Establishing an iLearn Site

- 3.1.1. iLearn Subject Sites are automatically created from the student management system (Student One). An individual iLearn site will be created for all availabilities of a subject.
- 3.1.2. Subjects outside Student One will require approval by an appropriate conferring authority before an iLearn site can be established.
- 3.1.3. Undergraduate and Postgraduate subjects must be conducted in separate iLearn sites. Exceptions may be requested by the Faculty Learning and Teaching Manager and must be approved by the Pro Vice-Chancellor (Learning and Teaching).
- 3.1.4. Undergraduate and Diploma subjects can be merged into a single iLearn site. This requires approval by the Undergraduate Subject Coordinator.
- 3.1.5. The Subject Coordinator is responsible for the design and delivery of the site content.

3.2. Minimum iLearn Site Requirements

It is a University requirement that all subjects with an iLearn site adhere to an endorsed set of minimum requirements. Sites must also be updated and maintained on a regular basis. All Subject Sites must meet the following criteria:

- The approved subject outline is automatically linked within all appropriate iLearn sites upon their publication.
- All other provided details on iLearn are consistent with the approved subject outline, including assessment items and due dates.
- All relevant contact information is provided and up-to-date so that students have full information regarding how to contact their educators.
- The site clearly indicates what resources will be used and how to access them, including required readings with active links (where appropriate).
- The Bond University iLearn template ([Schedule 4](#)) reflects the minimum standard expected, and shall form the basis for the design of each Subject Site unless an exception has been approved by the conferring authority (Schedule 1).
- All assessment items are clearly described with due-dates and marking criteria.
- There is a clear organisation/framework to the site. It is readily apparent to students how to navigate the site.
- The site meets minimum accessibility requirements including clear fonts and contrast between text and backgrounds.
- There is sufficient learning content on the site including such items as slideshows and/or lecture transcripts.
- A minimum of one technology enhanced learning item has been included on the site, such as a video, podcast, or screencast (subject introductory, skills or key lecture).
- Included learning content is of acceptable quality, and relevant to the subject.
- The iLearn site is ready for student use by the relevant deadline.

3.2.1. Copying Subject Resources for Future Use

Subject content can be copied from one site to another by any user with the role of lecturer in both. Copying content for re-use outside of iLearn requires the approval of the Executive Dean or delegate within that Faculty.

3.3. Subject Release Dates

- 3.3.1.** Subjects for the following semester will have a new iLearn site created up to three semesters in advance, dependent on their availability in the Student Management System.
- 3.3.2.** Upon creation, lecturers can be assigned to new sites in order to develop them. Sites will be unavailable to enrolled students until released by the lecturer.
- 3.3.3.** The release of Subject Sites is at the discretion of the subject coordinator. The University recommends that iLearn sites be released to students at least a week prior to the official commencement of the subject.

3.4. Subject Site Size Limitations

Currently, there are no limitations on file size or site size. Lecturers need to be aware of Internet and mobile access limitations and develop their learning materials in accordance with accessibility standards for the Web. (See <http://www.w3.org/standards/webdesign/> for more information)

ITS and OLT staff will work with staff whose iLearn [Community Sites](#) contain extremely large files (video clips, for example) to provide advice and assistance to help them compress files in order to utilise server space as efficiently as possible.

3.5. End of Semester Notification

At the end of each semester all academic staff will receive an e-mail message detailing their options for re-using subject resources or Archiving Subject Sites.

3.6. Length of Access to Subject Site

Students will have access to Subject Sites for two years following the completion of the subject. Subjects/Programs that require longer access must negotiate this with ITS.

4. COMMUNITY SITE LIFECYCLE MANAGEMENT

The iLearn system is maintained primarily for educational use (i.e. to support subjects offered by Bond University). However, a Community Site may be requested for research or other academic purposes and will be evaluated on a case-by-case basis.

A Community Site is a site established and used to connect students, staff, and groups with a common interest. The Site can be linked to a subject, be focused on staff and/or student matters or created to unite persons or groups with a common goal at Bond University. Community Site structure is the same as Subject Site structure.

4.1. Establishing a Community Site

- 4.1.1.** A Community Site can be requested through the Learning and Teaching Managers or the iLearn Team. Communities must be approved by an Executive Dean/Director before an iLearn site can be established. Community Sites will be created by a member of the iLearn team.
- 4.1.2.** ITS is responsible for populating Communities with users. In the case of external user accounts, ITS are responsible for administering these accounts by keeping data on users and their passwords and enabling the accounts.
- 4.1.3.** Responsibility for the contents of an individual Community Site lies with the leader of the Community.

4.2. Community Site Size Limitation

Currently there are no limitations on file size or site size. Lecturers should be aware of Internet access limitations and develop their learning materials in accordance with accessibility standards for the Web. (See <http://www.w3.org/standards/webdesign/> for more information).

ITS and OLT staff will work with Faculty whose iLearn Community Sites contain extremely large files (video clips, for example) to provide advice and assistance to help them compress files in order to utilise server space as efficiently as possible.

4.3. Length of Access to Community Sites

Community Sites are reviewed once a year at the beginning of the calendar year. However, it can be decided at any time during the academic year to terminate individual access to a Community Site or remove a Community Site as a whole.

4.4. Making Community Sites Unavailable

Community Sites are reviewed once a year at the beginning of the calendar year. It is at this time that a decision can be made to make a particular Community Site unavailable and, when applicable, close external user accounts. There are no special arrangements made to archive Community Sites prior to removing them.

5. SITE BACKUP AND RECOVERY

- 5.1.** The Blackboard system (database and file system) is backed up once a day. These backups are made solely for the purpose of restoring the system in the event of a failure. They are not to be relied upon for restoration of particular subject material. Subject coordinators are responsible for their own subject backups.

- 5.2. Backup and restoration of individual sites can be manually completed at any other time by a lecturer in the site. Blackboard has an *Archive Subject* feature that creates quick and easy course back-ups for the lecturer. The *Grade Centre* feature may be backed up separately from the rest of the subject by exporting it as a comma-delimited text file, which can be opened in Excel as a spread sheet.

It is strongly recommended that frequent backups of Blackboard subjects be made both during the semester and at the end of the semester (particularly the *Discussion Board* and *Grade Centre* features).

- 5.3. An individual Subject Site can be restored to the previous day as needed.
- 5.4. Restorations beyond 24 hours will be evaluated by ITS, who may deny the request if the data loss is minimal. Restorations of this kind will require up to two weeks turn-around.

6. **ARCHIVING PROCEDURE**

At the end of a study period, all subjects for that period will be archived at the end of Week 1 (of the following period). The sites will be available to students and educators for two years following the completion of the subject. They will then be made unavailable and the educators will be disabled. The sites will remain on iLearn for a further three years but will only be accessible for quality and auditing purposes. Access to the sites will be regulated by ITS to ensure that there is no information corruption. Access to reporting tools can be assigned as needed, however, as data cannot be modified from there. At the end of the five years, the sites will be removed from iLearn. The original archives will be kept for at least seven years, in compliance with [QLD Government Regulations](#).

7. **INTELLECTUAL PROPERTY**

7.1. **Subject Resources**

The intellectual property contained in Subject Sites belongs to Bond University. Therefore, Subject Sites may be re-assigned to new Subject Coordinators for re-use. The Executive Dean/Director or delegate can deny a request to reuse resources. If a faculty member leaves Bond University for other employment, he/she may request a copy of their Subject Site(s) to take to their new institution. Bond University reserves the right to deny such a request.

7.2. **Student contributions**

Student contributions may not be copied or shared with persons outside the Subject Site to which the student is enrolled without written consent from the student.

8. **COPYRIGHT COMPLIANCE**

All users of iLearn must abide by the provisions of the [Australian Copyright Act 1968](#) and the University's [Statutory Copyright Licences](#) and the Bond University [Copyright Compliance Policy](#).

PDFs (publications and other documents), videos, and other file formats containing third party copyright material, i.e. where the intellectual property is not wholly owned by Bond University or one of its employees, should not be uploaded directly into iLearn Subject Sites, discussion boards, chat rooms, or other ancillary software such as Articulate. All PowerPoint presentations communicated to students by any means should carry the University's [Copyright Warning Notice](#).

Original materials created by Bond University staff and owned by the University can be uploaded to a Resource List (Leganto). Providing links to articles/chapters in Library databases and PDFs and videos on legitimate websites in Resource Lists and in the chat space of recorded classes in iLearn is copyright compliant.

Hardcopy material checked and scanned by Library Services and made available for teaching via a Resource List is copyright compliant.

Copies of a student's work can be made available in iLearn only if the student's permission has been obtained.

See the [Resource list – guide for educators](#) and [Copyright for Staff](#) guide for procedures and further details.

9. **ONLINE ASSESSMENT AND FEEDBACK**

9.1. **Access to Grades from iLearn**

9.1.1. Final results are not to be released to students until they are official. Final major assessment results should not be posted until after the official promulgation.

9.1.2. Grades for progressive assessment items such as assignment results which are already known should be published on the iLearn site with individual student access only through the *My Grades* tool.

9.1.3. **Hiding Items from View**

Academic staff should ensure that when using the *Grade Centre* in iLearn to distribute marks to students that final results are NOT shown to students. Total columns must be 'hidden from students' prior to the final major assessment piece. Lecturers should check for the hidden indicator above the column in the *Grade Centre*.

9.2. Early Warning System (Student at Risk)

Lecturers have the ability to set up rules within each iLearn subject to alert the lecturer to defined criteria. Rules can be set up to alert the lecturer when:

- grades are below a certain score;
- a student has not accessed the iLearn site within a period of time; and
- a student hasn't submitted an assignment by the due date.

9.3. Online Assignment Submission

9.3.1. Files of any type may be submitted using the iLearn *Assignment* tool however it is recommended that text-based papers be submitted as PDF or DOC to allow for portability and ease of feedback.

9.3.2. Rich media assignments (large file size) may be submitted via iLearn. Lecturers are advised to inform the [iLearn Team](#) of due dates to allow for system monitoring. It is the responsibility of the student to ensure that an assignment has been successfully submitted before the due date. Students should allow time for file size and data speed.

9.3.2.1. A receipt will be delivered to the student upon submission and must be presented to the lecturer as proof of submission if required. Students unable to produce a valid receipt will not be considered for a waiver of late penalties.

9.3.2.2. If a technical issue occurs during submission, the student must contact ITS and their lecturer immediately. The lecturer may require the assignment to be submitted in an alternate way.

9.4. iLearn Assignments provide access to **Originality Reporting software** that compares submitted assignments to stored records of journals, web sites, and other student papers. Reports are generated which contain text matches to the software database. Lecturers may choose to use this facility for assignments submitted via iLearn.

9.4.1. It is recommended that students be advised to submit all papers in PDF or DOC format.

9.4.2. Students are informed of the use of Originality Reporting in Subject Outlines.

9.4.3. Students are allowed to view the Originality reports upon submission of assignments and are to be encouraged to discuss any concerns about the results with their lecturer or tutor.

9.5. Online Examinations – Mid and End of Semester

9.5.1. Online examinations may be conducted using the iLearn *Test* tool. Lecturers must adhere to the examination procedure as outlined in the [Online Exam Supervisor's Manual](#).

9.5.2. It is advised that papers be printed, and quality assured by a peer prior to running the examination. These can be printed as paper exams from the 'Preview' view of the iLearn Test.

9.5.3. Online Examinations must be submitted to the Examinations Office for quality assurance and the provision of paper-based papers for students with special requirements.

9.5.4. An alternate online examination must be setup prior to the official examination and must also be submitted to the Examinations Office.

9.5.5. Supervised on-campus exams must comply with standard examination regulations.

10. UPGRADES

The University is committed to supporting technology enhanced learning through the use of iLearn and will continually evaluate the latest releases of Blackboard and related systems.

11. DEFINITIONS

Archiving	To compress one or more files and folders into a single file for backup, transport, or long-term storage in a secondary location.
Blackboard	A proprietary Learning Management System owned by Blackboard Inc.
Community Site	A Community Site can be created for a group of learners and other participants who are linked to Bond University and have a common goal. Communities do not have to be subject based and can be used to support projects, research, or professional development.
Copied Subject	Subject resources to be used in a future semester may be copied for use with another group of students. (See Copying Subject Resources for Future Use)
iLearn@Bond	The Blackboard system known as the Blackboard Academic Suite licensed to Bond University for adaptation by staff and for use by both students and staff.
Learning Management System (LMS)	Software for delivering, tracking, and managing education and/or training.
Leganto	A Resource list management system that allows instructors to build, maintain and share resource lists that include all material types. Leganto integrates with the Blackboard

system and the Library management system for streamlined workflows for information resources.

Subject Site	A Subject Site is created in iLearn for each subject offered at Bond identified by a subject code. Subject Sites are created at the end of Week One in the semester prior to the subject being offered.
Subject Coordinator	The academic subject coordinator as defined in Subject Outline.
System Administrator	Information Technology Services (ITS) staff responsible for setting up, modifying, and maintaining the computer hardware, software and databases underpinning the iLearn system.

12. RELATED PROCEDURES

[Online Exam Supervisor's Manual](#)

13. RELATED GUIDELINES AND FORMS

[Standard examination regulations](#)

[Subject Materials Request Form](#)

[Schedule 1: iLearn Access Approval Procedure and Conferring Authority](#)

[Schedule 2: iLearn Subject/Community Roles and Privileges](#)

[Schedule 3: iLearn@Bond Subject Roles and Permissions](#)

[Schedule 4: Bond University iLearn template](#)

Schedule 1: iLearn Access Approval Procedure and Conferring Authority

Group/Role	Purpose	Conferring Authority	LMS Subject Role	Request Procedure
iLearn Support Team	Administration	ITS & OLT Director	System Administrator	Email request to iLearn Team
Learning & Teaching Manager	Staff support	Faculty Business Director	Subject Administrator / Teaching Assistant	Email to iLearn Team. Training required prior to access.
ITS Level 1 Support	Student support	Service Desk Supervisor	Guest	Email to iLearn Team
OLT Educational Designers	To assist academics in educational best practice and usage of the LMS and other educational technologies	Subject Coordinator	Teaching Assistant	Self-enrol upon email approval from conferring authority
Library Services Staff	To assist academics in managing supplemental resources	Subject Coordinator	Builder	Self-enrol upon email approval from conferring authority
Library Services Staff	To monitor copyright materials and ensure compliance	University Librarian	Viewer	Self-enrol
Executive Deans/Associate Deans Learning & Teaching	To moderate subjects in their purview, and approve the non-use of any template.	Executive Dean/ Associate Deans Learning & Teaching	Viewer	Email to Learning & Teaching Manager
Assessment Moderators	To moderate subject grades	Subject Co-ordinator	Grader	Email to Learning & Teaching Manager
Auditors/External Affiliates	For external accreditation and moderation purposes.	Executive Dean/ Associate Deans Learning & Teaching	Viewer	Email to iLearn Team
Faculty Administrative Staff	To post administrative & academic announcements (e.g. Room changes, career information)	Faculty Business Director	Announcer	Email to iLearn Team
External Educator or Student/Participant		Subject/Community Coordinator	Dependant on case	Email to iLearn Team
External Application Provider	To provide product support/ troubleshooting	iLearn@Bond Team	Dependant on case	Service Job requested by iLearn Team
Student	To access subject materials and tools	Student Administration	Student	Automatically enrolled via StudentOne
Non-enrolled student	To access subject materials for deferred exams or related study	Subject Coordinator	Viewer	Enrolled by Subject Coordinator or Learning & Teaching Manager

Schedule 2: iLearn Subject/Community Roles and Privileges

Role	Site Privileges	Sample Use
Subject Coordinator	Has full access to the site and can complete the subject wizard and Grades Review Submission	For the Subject Coordinator
Lecturer/Leader	Has full access to the site	For additional Lecturers
Teaching Assistant/Assistant	Has full access to the site but is not listed as a lecturer and cannot remove a lecturer from a site.	For any other teachers who require the ability to build and manage the site.
Site Builder	Has access to build the site but cannot interact with students or access grades	For site designers
Tutor/Group Leader	Has no build access but can communicate with students, manage groups, and access the Grade Centre	For tutors who do not require the ability to build the site but still need to be able to interact with the students and grade assessments.
Moderator	Can only view material and access the Grade Centre	Primarily for assessment moderators.
Announcer	Can view material and utilise communication tools to advise students	For faculty, administrative staff to post announcements and communicate with students.
Viewer	View only access to the site	For visitors, peers and external affiliates who require similar access to students.
Student/Participant	Can view materials and use any tools made available by the lecturer.	Primarily for students
Guest	Can view only certain materials as made available to the role by the lecturer.	For anyone with access to iLearn which may include prospective students.

Schedule 3: iLearn@Bond Subject Roles and Permissions

This document gives an overview of the roles and permissions that can be assigned within an iLearn subject site. These roles control what a user can do within an individual subject site. It does not include system roles (e.g. administrator, student, staff, guest) or institution roles (e.g. HSM staff, HDR student, etc).

Overview of Roles

Announcer

This user has the ability to use communication tools only. This user cannot access, edit or deploy any content. This role type is to be used for department communication officers.

Administrative Staff

This is for administrative staff that require full access to subjects, however, are not in a teaching position.

Subject Builder

The Subject Builder role has access to most areas of the subject or community Control Panel. This role is appropriate for an assistant who should not have access to student grades. If the subject is unavailable to students, a subject builder can still access the subject. The subject builder cannot remove a lecturer from a subject.

Lecturer

Lecturers have full access to the subject Control Panel. This role is generally assigned to the person developing, teaching, or facilitating the class. If a subject is unavailable to students, users with the Lecturer role may still access it

Student

Student is the default subject user role. A user with the role of Student has no access to the subject Control Panel.

Teaching Assistant

Users with the Teaching Assistant role have access to most of the subject Control Panel. If the subject is unavailable to students, teaching assistants may still access the subject. Teaching assistants cannot remove a lecturer from a subject.

Tutor

Users with the Tutor role have a slightly trimmed down level of access than a Teaching Assistant. Users of this role can still generate content, plan sessions & grade assessment. Tutors cannot remove lecturers from a subject.

Guest

The Guest role allows prospective students, alumni, and parents to explore Blackboard Learn without making any changes to users, subjects, or content. Users with the role of Guest are unauthenticated users. If an administrator has enabled guest access, Lecturers can make areas within a subject accessible to unauthenticated users. Guest users do not have access to the subject or community Control Panel.

Viewer

This role has full access to view a site and can see hidden materials but cannot participate in the class.

Matrix of Roles and Privileges

With each of the following areas, we've indicated what access or capabilities the roles have.

Role	Subject Access	Content	Communication Tools	Collaboration Tools	User Management	Performance and Reports	Grade Centre	Groups	Tests and Assignments	Subject Management	Design
Guest (Enrolled)	When opened	Read if available and guest enabled	Read if guest enabled	If guest link provided only	None	None	None	None	None	None	None
Viewer	When opened	Read if available	Read, Write (if enabled)	Participate, View Recordings	None	None	None	None	Read	None	None
Student	When opened	Read if available	Read, Write (if enabled)	Participate, View Recordings	None	None	My Grades	Read, Participate (if enabled)	Read, Submit	None	None
Announcer	When opened	Read	Read, Write	Participate, View Recordings	Read	None	None	Read	None	None	None
Tutor	When opened	Read, Write.	Read, Write	Participate, View Recordings	Read	Read, Setup Indicators	Read, Write	Read, Participate, Setup	Read, Mark	None	None
Moderator	When opened	Read, Write, Delete.	Read, Write	Participate, View Recordings	None	Read, Setup Indicators	Read, Write	None	Mark	None	None

Subject Builder	Before opened	Read, Write, Delete	Read, Write, Setup, Manage	Participate, View Recordings, Setup, Manage	Read, Add	Read, Setup Indicators	None	Read, Participate, Setup, Modify	Setup, Modify	Enable tools, Change Availability, Setup Menu	Theme and Banner
Administrative Staff	Before opened	Read, Write, Delete	Read, Write, Setup, Manage	Participate, View Recordings	Read, Add, Modify	Read, Setup Indicators, Generate Reports	Read, Write	Read, Participate, Setup, Modify	Setup, Modify, Mark	Enable tools, Change Availability, Setup Menu	Theme and Banner
Teaching Assistant	Before opened	Read, Write, Delete	Read, Write, Setup, Manage	Participate, View Recordings, Setup, Manage	Read, Add, Modify	Read, Setup Indicators, Generate Reports	Read, Write	Read, Participate, Setup, Modify	Setup, Modify, Mark	Enable tools, Change Availability, Setup Menu	Theme and Banner
Lecturer	Before opened	Read, Write, Delete	Read, Write, Setup, Manage	Participate, View Recordings, Create, Manage	Read, Add, Modify	Read, Setup Indicators, Generate Reports	Read, Write	Read, Participate, Setup, Modify	Setup, Modify, Mark	Enable tools, Change Availability, Setup Menu	Theme and Banner

Special Roles

These roles can be assigned outside the subject and are controlled by the system settings and administrator.

Role	Access	Content	Communication Tools	Collaboration Tools	Users	Performance and Reports	Grade Centre	Groups	Tests and Assignments	Subject Management	Design
Guest (System)	When available + guest access enabled	View only if area is available to guests	None	If guest link provided only	None	None	None	None	None	None	None
Mentor	When available to mentee	""	View only	View only	None	Can be notified of performance indicators	My Grades of mentee	As available to mentee	Read	None	None
Upgrade Limited	During system upgrades	Read only access to all content	Has read only access to posts/items but cannot setup or enable the tools.	Can join sessions and play recordings only	None	None	None	None	Read only access	none	None

Schedule 4: Bond University iLearn template

Checklist for academics starting with the iLearn template

#	Item	Status	Information	Action required	Recommended Lecturer Action	✓
1	Subject Title/ Name - Code	Default	Will appear in banner	Automatically generated	No further action needed	
2	Banner image	Default	Default image for each faculty	Automatically generated	No further action needed - unless you require the image changed	
3	Menu items	Default	Default menu items from template	Automatically generated	No further action needed - unless you require any specific items changed	

Section 1 (Information for students)

4	Announcements	Empty	Landing page - No content	Needs initial content and regular updating	Add welcome message and any essential start of semester information	
5	Subject Outline	Linked	Link to centrally approved document	Automatically generated	No further action needed	
6	Introduction	Empty	Has general information on formatting the page which is hidden from students. Intro video to be recorded and inserted here. Please note: This may take some time to complete due to weight of numbers.	Video will be produced by OLT staff - may be Lecturer or ADLT speaking	Add subject overview details here, focus, purpose, required textbook, and information about the subject assessment - can be copied from the Subject Outline	
7	Contacts and Support	Ready to complete	Headings all listed and laid out for full contact details.	Automatically generated	Edit your own details as well as any other staff connected to the subject. Delete any extra un-needed headings and sections	

#	Item	Status	Information	Action required	Recommended Lecturer Action	✓
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Section 2 (Course content)

8	Weekly content	Default	Has general information on formatting the page which is hidden from students. Automatically generated information: A Folder link called 'Week 1: Title of the week' and under the folder link is a short description with two bullet points.	Automatically generated	The title of each folder should be edited to reflect the actual week's content - copied from the approved Subject Outline for accuracy Duplicate the folder to create each of the following weeks or topics	
		Default	Has general information on formatting the page which is hidden from students. Inside Folder link called 'Week 1: Title of the week' there is no content. You can create two folders within for lecture and tutorial material - or more if there are other weekly events.	Automatically generated	All relevant content for the week should be included in here. There are a large variety of options for content types which can be seen in the Build Content menu. Items such as: Docs, presentations videos, learning modules etc.	
9	Subject recordings	Default	May not be needed - to store recorded lectures for later viewing	Automatically generated	No further action needed During 2016 lecture recordings will be created automatically unless you choose not to have your lectures recorded. Please note: The camera will focus on the lectern not the main screen	
10	Additional resources	Default	Has general information on formatting the page which is hidden from students. Empty folder to place readings and other supplementary material.	Automatically generated	Add your extra resources here, links to external material, library links, extra reading etc. You can also add folder to break the material into weekly or topic related categories.	

#	Item	Status	Information	Action required	Recommended Lecturer Action	✓
Section 3 (Assessment)						
11	Assessment	Default	<p>Has general information on formatting the page which is hidden from students.</p> <p>Automatically generated information: - Folder link: 'IMPORTANT! Assessment at Bond' and under the folder link is a short description with two bullet points. - Folder link: 'Assessment 1: Name of Assessment' and under a short description and the headings for Task Weight, %, Date, and Learning Outcomes - Folder link: 'Assessment 2: Name of Assessment' and under a short description and the headings for Task Weight, %, Date, and Learning Outcomes</p>	Automatically generated	<p>No Change to Folder 'IMPORTANT! Assessment at Bond'. This information should stay in it's current form unless you need to add any relevant material.</p> <p>Folders 'Assessment 1 and 2' The title should be edited to reflect the actual assessment - copied from the Subject Outline document for accuracy. Duplicate the folder(s) to add extra assessments All relevant content for the assessment should be included in here. There are a large variety of options for content types which can be seen in the Build Content menu. Items such as: Docs, presentations videos, learning modules etc.</p>	
12	My grades	Default	<p>Student details will be automatically generated. You can view the page layout as a student to check the formatting</p>	Automatically generated	<p>Add column headings as needed for each assessment. Your column headings should reflect the subject outline information. You can add formulas to the columns and add comments when marking, reducing the need for printed marking sheets. Keep in mind total of columns should add to 100% Your marking rubrics will need to be inserted to allow for online marking</p>	

#	Item	Status	Information	Action required	Recommended Lecturer Action	✓
Section 4 (Linked supporting material)						
13	Academic regulations	Linked	<p>Link to official document - opens in new window</p>	Automatically generated	No further action needed	
14	iLearn help	Linked	<p>Link to help website - opens in new window</p>	Automatically generated	No further action needed	