Instructor Access to Course Sites	
Responsible Official: Chief Information Officer and Senior Vice Provost	Responsible Office: Information Technology Services

Policy Purpose

The purpose of this policy is to provide guidelines to determine when it is appropriate to manually add a user to course sites within the learning management system without authorization from the instructor of record.

Policy Statement

Only the instructor of record for a course has the authority to allow access to their learning management system course site. Information Technology Services (ITS) will only make manual changes to course enrollment access if there is a problem with the automatic process or in the event of an emergency.

Definitions

Course Site   Electronic course sites are maintained in the University's learning management system. Course sites may contain course content, assignments, discussions, tests, and student submissions of work.

Policy History

Effective Date: October 2008
Revision Date: February 2017

Procedure (s)

The instructor of record is electronically extracted from the Student Enterprise Resource Planning System (ERP) and automatically inserted into the learning management system. Academic departments assign instructors and control access to learning management system course sites through this process.

In the event of an emergency, the college dean may gain access to a learning management course site through written request to the Chief Information Officer for Information Technology Services or his/her designee. In situations where an online instructor cannot be added to the ERP before the start of

classes, requests for access may be made through the department chair to the Chief Information Officer or their designee.

Procedure History

Effective Date: October 2008
Revision Date:

Related Form(s)

Scope and Applicability

Primary: Information Technology
Secondary: Academics