Edge Hill University

2023 Blackboard Course Roles

Information for Departmental Administrators

About

In LTD, we have been conducting work on auditing our existing course roles in Blackboard ahead of the creation of the 2023 course shells.

The purpose of this audit is to simplify our list of available course roles (Such as the 'Programme or Module Leader' role) by retiring historic roles that are no longer required.

The majority of our proposed changes are straight forward and remain mainly within the scope of amending role permissions so that they are aligned with Ultra Course View from a functional perspective.

Additionally, we have consulted with various colleagues across each Faculty to ensure that the list of available roles will still meet requirements for academic, support and external users.

This short document provides information on what to expect of this change.

What is changing?

The following will be actioned in the change:

The list of available course roles for staff will be reduced to 8. These will be:

- Programme or Module Leader
- Programme or Module Administrator
- Programme or Module Tutor
- Programme or Module Facilitator
- Programme or Module Auditor
- Course Builder
- External Examiner
- Associate Tutor

All other staff course roles will be made unavailable, meaning that they cannot be enroled on courses from this point onward. The above roles are designed to give appropriate permissions for the individual user's purpose in the course area – Further details of what each role can and can't do in the course can be found in the following guide:

[LTD1018: Course and Organisation Roles in Blackboard](#)

What do I need to do?

You do not need to take any action for courses that have already been delivered (Including 2022 codes).

For 2023 courses: You will need to be aware of the available roles when you come to enrol colleagues on to the new course areas. The 'Programme or Module Leader' has not changed and can be used in the same way as it has in previous years.

For 2022 courses: The change will automatically apply as per the below table:

Previous Role:	Changes To:
Programme or Module Tutor a	Programme or Module Tutor
Programme or Module Tutor b	
Programme or Module Tutor c	
Graduate Teaching Assistant	
Programme or Module Assessor or Auditor	Programme or Module Auditor
Facilitator	Programme or Module Facilitator
External Facilitator	
Learning Facilitator	
Technologist Course Designer	Course Builder
Programme or Module Leader	*No change*
Programme or Module Administrator	
Course Builder	
External Examiner	
Associate Tutor	

For 2021 course codes and prior: <u>There will be no change to the course roles.</u> The retired roles will remain in place in these courses and will continue to function as normal.

For colleagues within your department: Please disseminate this information to colleagues who deliver teaching and manage their courses.

Why do we need this change?

Prior to this change, the list of course roles has grown progressively since 2016 and some roles are now surplus to requirement. In some instances, the list can be viewed as confusing or unclear and so reducing the number of available courses simplifies the process of enroling users on to course areas.

Additionally, in preparation for this change, extensive workflow testing has been conducted in Ultra Course View to ensure that the roles are fully compatible with this version of Blackboard.

When is the change?

This change is currently planned for the afternoon of Wednesday 12th April 2023.

If you require any further guidance on the roles then please feel free to contact our team by writing to ltdsupport@edgehill.ac.uk